

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Corporate Counsel Services

Dear [Client Contact Name],

This letter sets forth the terms upon which [Law Firm Name] ("the Firm") will provide legal services to [Client Name] ("the Client").

1. Scope of Services

The Firm will provide general corporate legal counsel services, including [list specific services, e.g., contract review, corporate governance, and regulatory advice]. Any matters outside this scope will require a separate written agreement.

2. Evergreen Retainer

The Client agrees to provide an initial "Evergreen Retainer" in the amount of \$[Amount]. This amount shall be deposited into the Firm's client trust account. The Firm will draw from this retainer to pay monthly invoices for legal fees and expenses.

3. Replenishment

The Client is required to maintain the retainer at the full amount of \$[Amount]. Upon receipt of a monthly invoice, the Client shall pay the invoice balance within [Number] days to restore the retainer to its original balance. If the retainer is not replenished, the Firm reserves the right to suspend services.

4. Fees and Billing

Legal services will be billed at the following hourly rates:

- Partners: \$[Rate]
- Associates: \$[Rate]
- Paralegals: \$[Rate]

Invoices will be issued monthly and will detail the tasks performed and expenses incurred.

5. Termination

Either party may terminate this engagement upon [Number] days' written notice. Upon termination, any remaining balance of the Evergreen Retainer will be refunded to the Client after all outstanding fees and costs have been paid.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

By: _____
Name: [Authorized Signatory Name]
Title: [Title]
Date: _____