

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Legal Services - [Case Name/Matter Description]

Dear [Client Name],

This letter sets forth the terms under which [Law Firm Name] will provide legal representation to you regarding [Description of Matter].

1. Initial Deposit and Evergreen Requirement

To begin representation, we require an initial retainer deposit of \$[Amount]. This amount will be held in our Attorney Trust Account (IOLTA). You agree to maintain a minimum balance of \$[Minimum Balance Amount] in this account at all times (the "Evergreen Minimum").

2. Billing and Replenishment

We will provide you with monthly invoices detailing our fees and expenses. These costs will be paid directly from the funds held in the Trust Account. Whenever the balance in the Trust Account falls below the Evergreen Minimum, you agree to deposit additional funds to restore the balance to \$[Full Retainer Amount] within [Number] days of receiving our invoice.

3. Late Payments and Withdrawal

Failure to maintain the Evergreen Minimum may result in the immediate cessation of legal services and our withdrawal from your case, subject to court approval and ethical obligations.

4. Conclusion of Services

At the conclusion of our legal services, any remaining funds in the Trust Account will be applied to your final invoice. Any surplus remaining after all fees and costs are paid will be refunded to you.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

CLIENT ACKNOWLEDGMENT:

I have read, understand, and agree to the terms of this Evergreen Retainer Engagement Letter.

Signature: _____ Date: _____