

**[Attorney Name/Law Firm Name]**

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**[Date]**

**[Client Name]**

[Client Address]

[City, State, Zip Code]

**RE: Letter of Engagement / Scope of Flat Fee Representation**

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you regarding [Specific Legal Matter/Case Name].

**1. Scope of Services**

The flat fee covers the following specific legal services:

- [Service 1, e.g., Initial consultation and Case Review]
- [Service 2, e.g., Preparation and filing of X petition]
- [Service 3, e.g., Representation at one administrative hearing]

**2. Exclusions**

Any services not specifically listed above are excluded from this flat fee agreement. Specifically, this fee does not include:

- Appeals of any kind.
- Litigation or court appearances beyond those mentioned in the scope.
- [Other specific exclusion].

**3. Flat Fee Amount**

The total flat fee for the services described above is \$[Amount]. This fee is due [immediately / upon signing / in installments].

**4. Costs and Expenses**

The flat fee covers legal labor only. You remain responsible for third-party costs, such as:

- Court filing fees.
- Process server fees.
- Expert witness fees.
- [Other costs].

**5. Termination of Services**

You may terminate this representation at any time. If representation is terminated before

completion, you may be entitled to a refund of the unearned portion of the fee based on the work performed to date.

Please sign and return this letter to indicate your agreement with these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

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**Client Acceptance:**

I have read, understood, and agree to the scope of representation and fee terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_