

[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Engagement for Pre-Litigation Settlement Representation

Dear [Client Name],

This letter sets forth the terms upon which [Law Firm Name] ("the Firm") will represent you regarding a potential settlement of your claims against [Adverse Party Name] arising from [Brief Description of Incident/Dispute].

1. Scope of Representation

The Firm's representation is limited to pre-litigation settlement negotiations. This includes reviewing evidence, drafting a demand letter, and negotiating with the opposing party or their insurance carrier. This engagement does NOT include filing a lawsuit, formal discovery, or representation in court or arbitration.

2. Flat Fee Arrangement

You agree to pay a non-refundable flat fee of \$[Amount] for these services. This fee is earned upon receipt and covers all attorney time for the scope of work described above. This fee is due [Select one: upfront / upon execution of this agreement].

3. Costs and Expenses

The flat fee does not include out-of-pocket costs such as postage, records retrieval fees, or expert consultations. You agree to reimburse the Firm for any such costs incurred, provided they are approved by you in advance.

4. Termination of Representation

Either party may terminate this representation at any time. If representation is terminated before a settlement is reached, the flat fee remains non-refundable to the extent permitted by law. If no settlement is reached within [Number] days/months, this engagement will conclude unless a new agreement is signed for further representation or litigation.

5. No Guarantee of Outcome

The Firm makes no promises or guarantees regarding the successful outcome of negotiations or the specific amount of any potential settlement.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Acceptance:

I have read, understand, and agree to the terms set forth above.

Signature: _____ Date: _____