

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

[Date]

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

Re: Engagement for Pre-Litigation Settlement Services - [Matter Name]

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained to represent you in connection with pre-litigation settlement negotiations regarding [Description of Dispute/Matter].

1. Scope of Services

The Firm will provide legal services limited to evaluating your claims, drafting demand letters, and conducting settlement negotiations. This engagement does not include the filing of a formal lawsuit or representation in court unless a separate written agreement is executed.

2. Hourly Rates

You agree to pay the Firm for legal services based on the time expended at the following hourly rates:

- Partners: \$[Amount]/hour
- Associates: \$[Amount]/hour
- Paralegals: \$[Amount]/hour

3. Costs and Expenses

In addition to hourly fees, you are responsible for out-of-pocket expenses such as filing fees, postage, travel, and expert consultant fees. Any single expense exceeding \$[Amount] will require your prior approval.

4. Retainer

The Firm requires an initial retainer of \$[Amount] before work commences. This amount will be held in a trust account and applied against monthly invoices.

5. Billing

Invoices will be sent monthly and are due within [Number] days of receipt.

6. Termination

Either party may terminate this relationship at any time upon written notice, subject to the Firm's ethical obligations and your obligation to pay for services rendered up to the date of termination.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

Agreed and Accepted:

[Client Name]

Date: _____