

[Law Firm Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Client Name]  
[Client Address Line 1]  
[City, State, Zip Code]

**RE: Engagement for Pre-Litigation Debt Settlement Services**

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") to provide legal services regarding the settlement of outstanding debt owed to [Creditor Name] in the amount of \$[Amount].

**1. Scope of Services**

The Firm will represent the Client solely in pre-litigation negotiations to reach a settlement agreement. This engagement does not include representation in active court litigation, bankruptcy filings, or appeals unless a separate written agreement is executed.

**2. Fees and Costs**

The Client agrees to pay the Firm as follows: [Insert Fee Structure: e.g., Flat Fee of \$X or X% of the amount saved]. Any filing fees, postage, or third-party costs will be the responsibility of the Client.

**3. Client Cooperation**

The Client agrees to provide all necessary documentation regarding the debt and to refrain from communicating directly with the Creditor or its agents without the Firm's prior consent.

**4. No Guarantee of Outcome**

The Firm will make every effort to reach a favorable settlement; however, the Client acknowledges that the Firm cannot guarantee a specific result or a reduction in the debt amount.

**5. Termination**

Either party may terminate this agreement upon written notice. Upon termination, any earned fees shall become immediately due and payable.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**ACKNOWLEDGED AND AGREED:**

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[Client Name]  
Date: \_\_\_\_\_