

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

[Date]

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

**RE: Engagement for Pre-Litigation Settlement Services regarding [IP Asset Name/Case Reference]**

Dear [Client Name],

This letter confirms that [Your Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") to provide legal representation in connection with a potential intellectual property dispute involving [Description of Trademark/Patent/Copyright].

**1. Scope of Representation**

The Firm will represent the Client specifically in pre-litigation settlement negotiations. This includes evaluating the merits of the claim, drafting demand letters or responses, and negotiating a settlement agreement. This engagement does not include the filing of a formal lawsuit or representation in court unless a separate agreement is signed.

**2. Fees and Billing**

The Client agrees to pay for legal services based on [Hourly Rate / Fixed Fee / Contingency Fee]. Out-of-pocket expenses, such as filing fees or expert consultations, will be billed to the Client at cost.

**3. Client Responsibilities**

The Client agrees to provide all relevant documentation, cooperate with the Firm, and provide timely instructions regarding settlement offers.

**4. No Guarantee of Outcome**

The Firm makes no guarantee regarding the successful outcome of settlement negotiations. The final decision to accept or reject any settlement offer rests solely with the Client.

**5. Termination**

Either party may terminate this representation at any time upon written notice, subject to the Firm's right to payment for services rendered up to the date of termination.

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

Sincerely,

[Attorney Name]

[Your Law Firm Name]

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**Agreed and Accepted:**

\_\_\_\_\_  
[Client Name]

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