

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

[Date]

[Client Name 1]  
[Client Name 2]  
[Address]

**RE: Engagement for Joint Representation regarding [Matter Name/Case Description]**

Dear [Client Names],

This letter confirms that [Law Firm Name] has been retained to represent both [Client Name 1] and [Client Name 2] (collectively, "the Clients") in connection with pre-litigation settlement negotiations regarding [Description of Dispute/Claim] against [Opposing Party Name].

**1. Scope of Representation**

Our representation is limited to seeking a settlement of the claims described above. If a settlement cannot be reached and formal litigation is required, a new and separate engagement agreement will be necessary.

**2. Joint Representation and Conflicts of Interest**

By signing this letter, you acknowledge that you have requested us to represent you jointly. While your interests appear aligned at this time, conflicts can arise between joint clients. If a conflict develops that prevents us from representing both parties ethically, we may be required to withdraw from representing one or both of you.

**3. Confidentiality and Attorney-Client Privilege**

Information shared with us by one client regarding this matter will not be kept confidential from the other joint client. However, all communications remain protected by the attorney-client privilege against third parties.

**4. Settlement Authority**

No settlement will be entered into without the express consent of both Clients. You agree to cooperate with each other and our firm to reach a unified position regarding any settlement offers.

**5. Fees and Expenses**

[Insert Fee Arrangement: e.g., Hourly Rate / Contingency Fee / Flat Fee]. Clients shall be jointly and severally liable for all fees and costs incurred during this representation.

**6. Termination**

Either Client may terminate this representation at any time upon written notice. The firm may also withdraw from representation subject to ethical rules and obligations.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

---

**CONSENT AND AGREEMENT**

We have read, understand, and agree to the terms of this Joint Representation Engagement Letter.

\_\_\_\_\_  
[Client Name 1]  
Date: \_\_\_\_\_

\_\_\_\_\_  
[Client Name 2]  
Date: \_\_\_\_\_