[Law Firm Letterhead]

[Date]

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

Re: Engagement for Legal Services - [Case Name or Matter Description]

Dear [Contact Name],

This letter confirms that [Law Firm Name] has been retained to represent [Client Name] in connection with [Description of Litigation Matter].

Scope of Services
The firm will provide legal representation including investigation, filing or answering pleadings, discovery, motion practice, and trial preparation. This agreement does not cover appeals or other unrelated legal matters.

Legal Fees
Fees for our services will be based on the time spent by our legal professionals at the following hourly rates:

- Partners: $[Amount] per hour
- Associates: $[Amount] per hour
- Paralegals: $[Amount] per hour

Costs and Expenses
The client is responsible for out-of-pocket expenses, including but not limited to court filing fees, expert witness fees, court reporter fees for depositions, and significant travel expenses. We will seek your approval before incurring any single expense exceeding $[Amount].

Retainer
An initial retainer of $[Amount] is required before work commences. This amount will be held in our trust account and applied against future invoices.

Billing Arrangements
Invoices will be sent monthly and are due within [Number] days of receipt. Detailed descriptions of all work performed will be provided in each statement.

Termination
You may terminate our representation at any time. The firm may withdraw from representation as permitted by professional conduct rules, including for non-payment of fees.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

Signature:

Name/Title:

Date: