[Date]

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

Re: Engagement for Commercial Dispute Resolution Services Regarding [Brief Description of Dispute]

Dear [Contact Person Name],

This letter confirms the terms upon which [Law Firm/Consultancy Name] ("we" or "us") will provide legal and dispute resolution services to [Client Name] ("you") in connection with the dispute against [Counterparty Name].

1. Scope of Services
Our services will include [e.g., factual investigation, legal analysis, negotiation, mediation, or representation in litigation/arbitration]. Any work outside this scope will require a separate written agreement.

2. Fees and Billing
Our professional fees for this matter will be based on [e.g., hourly rates ranging from $X to $Y / a fixed fee of $Z]. In addition to fees, you will be responsible for out-of-pocket expenses such as court fees, expert witness costs, and travel expenses. Invoices will be issued [monthly/quarterly] and are payable within [Number] days.

3. Responsibilities
We will provide professional advice and representation. You agree to provide all necessary information, documents, and instructions in a timely manner and to be available for consultations as required.

4. Confidentiality
We will maintain the confidentiality of all information provided to us in accordance with applicable professional conduct rules and data protection laws.

5. Conflict of Interest
Based on the information provided, we have performed a conflict check and have found no current conflicts that prevent us from representing you in this matter.

6. Termination
Either party may terminate this engagement upon written notice. Upon termination, you remain responsible for all fees and expenses incurred up to the date of termination.

Please confirm your acceptance of these terms by signing and returning the enclosed copy of this letter.

Sincerely,

[Your Name/Partner Name]
[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Printed Name of Authorized Signatory]

Title: [Title]

Date: [Date]