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

[Date]

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

RE: Engagement for Pre-Litigation Negotiation Services regarding [Brief Description of Dispute]

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained to represent you in connection with pre-litigation negotiations against [Opposing Party Name] regarding [Description of Claim/Dispute].

1. Scope of Services
The Firm will provide the following services:

- Reviewing relevant documents and evidence.
- Researching applicable laws and legal theories.
- Drafting and sending a formal demand letter.
- Engaging in settlement discussions and negotiations with the opposing party or their counsel.

This engagement is limited to pre-litigation negotiations. If a settlement is not reached and formal litigation (filing a lawsuit) becomes necessary, a separate engagement agreement will be required.

2. Fees and Billing
Our fees for this matter will be based on [choose one: an hourly rate of $___ / a flat fee of $___ / a contingency fee of ___%]. You will also be responsible for out-of-pocket costs such as postage, filing fees, or expert consultations, which will be billed at cost.

3. Retainer
The Firm requires an initial retainer of $[Amount] before work commences. This amount will be held in our trust account and applied toward our invoices.

4. Client Responsibilities
You agree to cooperate fully, provide all relevant documentation in a timely manner, and notify us immediately of any changes in your contact information or facts related to the case.

5. No Guarantee of Outcome
You acknowledge that the Firm cannot guarantee a specific result or settlement amount. Our role is to provide legal advice and represent your interests to the best of our ability during the negotiation process.

6. Termination
Either party may terminate this representation at any time by providing written notice, subject to ethical obligations and payment of fees earned up to the date of termination.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledge and Agreed:

_____
[Client Signature]

_____
[Date]