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

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

Re: Engagement of Settlement Counsel regarding [Case Name/Matter Description]

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will represent [Client Name] ("the Client") as Settlement Counsel in connection with the above-referenced matter.

1. Scope of Representation
The Firm is engaged specifically as Settlement Counsel. Our role is limited to facilitating a resolution through negotiation, mediation, or other alternative dispute resolution processes. We will not act as trial counsel or represent the Client in active litigation, discovery, or court appearances, except as necessary to finalize a settlement agreement.

2. Fees and Billing
Our services will be billed at an hourly rate of $[Amount] for partners and $[Amount] for associates. The Client will also be responsible for out-of-pocket expenses, such as mediation fees, travel, and filing costs. Invoices will be sent monthly and are due within [Number] days of receipt.

3. Retainer
The Client agrees to provide an initial retainer of $[Amount]. This amount will be held in a trust account and applied against future invoices. Any unused portion will be returned at the conclusion of the matter.

4. Cooperation and Communication
The Client agrees to provide all necessary information and to be available for consultations and settlement discussions. We will keep the Client informed of all significant developments and settlement offers.

5. Conflict of Interest
By signing this letter, the Client acknowledges that the Firm has performed a conflict check and, to our knowledge, no conflict exists that prevents this representation.

6. Termination
Either party may terminate this relationship at any time upon written notice, subject to the Client's obligation to pay for services rendered through the date of termination.

Please indicate your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

_____
[Client Name]
Date: _____