[Date]

[Client Name]
[Client Address]
[City, Country]

Re: Engagement for Legal Services - International Arbitration [Case Name/Reference]

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will represent [Client Name] ("the Client") in connection with the arbitration proceedings against [Opposing Party Name] before the [Arbitral Institution, e.g., ICC, LCIA, SIAC] or ad hoc tribunal.

1. Scope of Services
The Firm will provide legal representation including, but not limited to:

- Drafting the Notice of Arbitration or Response;
- Representation during the constitution of the Arbitral Tribunal;
- Preparation of written submissions and evidence;
- Advocacy at jurisdictional, procedural, and final hearings.

2. Professional Fees
Our fees will be based on [Hourly Rates / Fixed Fee / Other Arrangement]. The current hourly rates for the assigned team members are:

- [Partner Name]: [Rate]
- [Associate Name]: [Rate]

All fees are exclusive of VAT or applicable local taxes.

3. Costs and Disbursements
The Client shall be responsible for third-party costs, including:

- Arbitrator fees and administrative charges of the [Institution];
- Expert witness fees;
- Translation, transcription, and hearing room rentals;
- Travel and accommodation expenses.

4. Governance and Seat of Arbitration
This engagement is governed by the laws of [Jurisdiction]. The seat of the arbitration is [City, Country], and the language of the proceedings shall be [Language].

5. Conflicts of Interest
The Firm has conducted a conflict check and confirms that no current conflict prevents this

representation. The Client agrees to notify the Firm of any changes in corporate structure that may impact future conflict assessments.

6. Termination
Either party may terminate this engagement upon written notice, subject to professional conduct rules and the payment of outstanding fees for services rendered to date.

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

Yours sincerely,

[Partner Signature]
[Printed Name]
[Law Firm Name]

Acknowledgment and Acceptance:

I, [Name], authorized representative of [Client Name], hereby agree to the terms set forth above.

Signature: _____

Date: _____