[Date]

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

Re: Engagement for Conciliation Representation - [Case Name/Reference Number]

Dear [Client Name],

This letter confirms that [Firm/Representative Name] has been retained to represent you in the conciliation proceedings regarding [brief description of dispute].

1. Scope of Services
We will provide legal advice, prepare necessary documentation, and attend conciliation sessions to advocate for a mutually agreeable settlement. Our representation is limited to the conciliation phase unless otherwise agreed in writing.

2. Fees and Costs
Our services will be billed at [Rate per Hour / Flat Fee]. You will also be responsible for out-of-pocket expenses such as [filing fees, travel, etc.]. An initial retainer of [Amount] is required before work commences.

3. Client Responsibilities
You agree to provide all relevant information, documents, and evidence in a timely manner and to be available for scheduled conciliation meetings.

4. Confidentiality
All communications related to this engagement will be kept confidential, subject to the rules of the conciliation forum and applicable law.

5. Termination
Either party may terminate this agreement upon written notice. You will remain responsible for fees incurred up to the date of termination.

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

Sincerely,

[Representative Signature]
[Representative Name]
[Firm Name]

Acknowledgment and Acceptance:

I, [Client Name], have read and agree to the terms of this Engagement Letter.

Signature: _____ Date: _____