

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Estate Planning Services

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to provide estate planning services to you. This agreement outlines the scope of our representation and the terms of our engagement.

1. Scope of Services

We will assist you in the preparation of the following documents:

- Last Will and Testament
- Durable Power of Attorney
- Advance Healthcare Directive / Living Will
- [Other Document, e.g., Revocable Living Trust]

2. Fees and Costs

Our fee for these services will be [Fixed Fee Amount or Hourly Rate]. This fee includes initial consultations, drafting of documents, and a signing ceremony. Additional costs such as filing fees or overnight delivery charges will be billed separately.

3. Client Responsibilities

To provide effective representation, you agree to provide complete and accurate information regarding your assets, liabilities, and family dynamics. Our advice is based on the information you provide.

4. Confidentiality

All information shared with our firm will be kept confidential in accordance with the rules of professional conduct. We will not disclose your information to third parties without your express consent.

5. Termination of Engagement

The attorney-client relationship will conclude upon the delivery and execution of the final estate planning documents. Either party may terminate this representation at any time by providing written notice.

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

Sincerely,

[Attorney Name]

[Law Firm Name]

Agreement and Acceptance:

I have read and agree to the terms of this engagement letter.

[Client Name]

Date: _____