

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Probate Administration of the Estate of [Decedent Name]

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in your capacity as the [Executor/Administrator/Personal Representative] of the Estate of [Decedent Name].

1. Scope of Services

We will provide the following legal services:

- Preparing and filing the petition for probate.
- Assisting in the collection and inventory of estate assets.
- Providing notice to creditors and beneficiaries as required by law.
- Advising on the payment of estate debts and taxes.
- Preparing the final accounting and distribution of assets.
- Closing the estate.

2. Fees and Costs

Our legal fees for this matter will be based on [Hourly Rate / Flat Fee / Statutory Percentage]. In addition to legal fees, you will be responsible for out-of-pocket costs such as court filing fees, publication costs, and appraisal fees. We will provide monthly invoices which are due upon receipt.

3. Client Responsibilities

You agree to provide all necessary financial documents, account statements, and information regarding heirs and creditors in a timely manner. You agree to be truthful and cooperate fully with our office.

4. Confidentiality

All information shared with our firm will be kept confidential and protected by attorney-client privilege, subject to professional ethics rules.

5. Termination

Either party may terminate this representation at any time by providing written notice. Upon termination, all earned fees and incurred costs must be paid in full.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledgment and Acceptance:

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

Signature: _____ Date: _____