

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Patent Prosecution Services - [Project Name/Matter Number]

Dear [Contact Name],

This letter confirms that [Law Firm Name] has been retained by [Client Name] to provide legal services regarding the preparation, filing, and prosecution of patent applications for [Description of Invention/Technology].

1. Scope of Services

The scope of our representation includes:

- Conducting patentability searches (if requested).
- Drafting and filing United States patent applications.
- Responding to Office Actions from the USPTO.
- Managing maintenance fees and renewals as specifically instructed.

Any services outside this scope, such as litigation, licensing, or foreign filings, will require a separate written agreement.

2. Fees and Billing

Our fees will be based on [Fixed Fee per milestone / Hourly rates of \$___]. In addition to legal fees, you agree to reimburse us for out-of-pocket expenses, including USPTO filing fees, drawing costs, and search fees. Invoices will be sent [Monthly/Quarterly] and are due within [Number] days.

3. Client Responsibilities

To effectively prosecute this patent, you agree to provide full and accurate technical disclosures, notify us of any known prior art, and respond promptly to requests for information or signatures.

4. Confidentiality and Conflicts

We will maintain the confidentiality of all proprietary information provided. We have conducted a conflict-of-interest check and have determined that no conflicts prevent this representation at this time.

5. Termination

Either party may terminate this engagement at any time upon written notice, subject to ethical obligations and payment of outstanding fees for services rendered.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Authorized Signatory Name]

Date: _____