

[Date]

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

Re: Engagement for Trademark Prosecution Services - [Trademark Name/Description]

Dear [Client Contact Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") to provide legal services in connection with trademark prosecution.

### **1. Scope of Services**

The Firm will provide the following services:

- Conducting trademark clearance searches (if requested).
- Preparing and filing trademark applications with the [Country/Region] Patent and Trademark Office.
- Monitoring the status of applications.
- Responding to non-substantive Office Actions.

### **2. Fees and Costs**

Services will be billed based on [Flat Fee / Hourly Rate of \$XXX]. The Client is responsible for all government filing fees and third-party costs. A retainer of \$[Amount] is required before work commences.

### **3. Client Responsibilities**

The Client agrees to provide timely instructions, accurate information regarding the use of the mark, and payment of all invoices within [Number] days of receipt.

### **4. Term and Termination**

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

### **5. Conflict of Interest**

The Firm has performed a conflict check and has determined that no conflict prevents this representation at this time.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: [Client Name]