

[Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

## **Re: Engagement for Copyright Prosecution Services**

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been engaged to represent [Client Name] ("the Client") in connection with copyright prosecution matters, specifically the preparation and filing of copyright applications with the U.S. Copyright Office for [Description of Work/Project].

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

The Firm will provide the following services:

- Review of materials for copyrightability.
- Preparation and filing of copyright registration applications.
- Correspondence with the Copyright Office regarding said applications.
- Reporting on the status of registrations.

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

The Client agrees to pay a [Flat Fee/Hourly Rate] of [Amount]. In addition to legal fees, the Client is responsible for all out-of-pocket expenses, including but not limited to government filing fees and courier charges.

### **3. Client Responsibilities**

The Client agrees to provide all necessary information, deposit materials, and specimens required for the filing in a timely manner. The Client represents that they are the owner or authorized agent of the work being registered.

### **4. Termination**

Either party may terminate this engagement at any time upon written notice, subject to the Client's obligation to pay for services rendered and costs incurred prior to termination.

### **5. Limited Scope**

This engagement is limited to copyright prosecution. It does not include litigation, enforcement, or licensing matters unless a separate agreement is executed.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

**Agreed and Accepted:**

\_\_\_\_\_  
[Client Name]  
Date: \_\_\_\_\_