

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

[Date]

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

**Re: Engagement for Utility Patent Prosecution - [Project Name/Title]**

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been engaged by [Client Name] ("the Client") to provide legal services regarding the preparation and prosecution of a utility patent application for [Title of Invention].

**1. Scope of Services**

The scope of this engagement includes:

- Reviewing technical disclosures provided by the Client.
- Drafting a non-provisional utility patent application.
- Filing the application with the United States Patent and Trademark Office (USPTO).
- Representing the Client in prosecution, including responding to Office Actions, until a final disposition is reached.

This engagement does not include patent litigation, foreign filings, or maintenance fee payments unless agreed upon in writing.

**2. Fees and Costs**

The Client agrees to pay for legal services based on [Hourly Rates / Fixed Fee Arrangement]. In addition to legal fees, the Client is responsible for all costs and expenses, including USPTO filing fees, search fees, and drawing costs. An initial retainer of \$[Amount] is required before work commences.

**3. Client Responsibilities**

The Client agrees to provide full and timely cooperation, including providing all necessary technical information, disclosure of prior art, and execution of formal documents (e.g., Declarations and Assignments).

**4. Conflict of Interest**

The Firm has conducted a conflict check and has determined that no conflict prevents this representation. The Client acknowledges that the Firm may represent other clients in unrelated matters.

**5. Termination**

Either party may terminate this engagement upon written notice, subject to the Firm's ethical obligations and the Client's obligation to pay for services rendered up to the date of termination.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

**Accepted and Agreed:**

\_\_\_\_\_  
[Client Name / Authorized Signatory]  
Date: \_\_\_\_\_