

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Foreign Trademark Prosecution - [Trademark Name/Matter Number]

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 regarding the filing and prosecution of trademark applications in the following jurisdictions: [List Countries/Regions].

1. Scope of Services

The Firm will manage the filing, monitoring, and prosecution of the specified trademarks. This includes communicating with foreign associate counsel, responding to non-substantive office actions, and providing status updates. Substantive litigation, oppositions, or appeals will require a separate written agreement.

2. Foreign Associates

Because the Firm does not practice law directly in foreign jurisdictions, we will engage local counsel (Foreign Associates) to act on your behalf. While the Firm oversees these associates, they are independent contractors and not employees of the Firm.

3. Fees and Expenses

The Client agrees to pay the following:

- Our Firm's professional fees at [Hourly Rates / Fixed Fees].
 - Official government filing fees for each jurisdiction.
 - Foreign Associate fees and administrative disbursements.
- [Optional: A retainer of \$ _____ is required before work commences.]

4. Client Responsibilities

The Client must provide timely instructions and necessary documentation (e.g., Powers of Attorney, specimens of use). Failure to respond to deadlines may result in the abandonment of trademark rights.

5. Termination

Either party may terminate this engagement upon written notice, subject to the payment of all outstanding fees and costs incurred up to the date of termination.

Please indicate your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

Signature: _____

Name: [Print Name]

Title: [Title]

Date: _____