

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Pro Bono Intellectual Property Legal Services

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] ("we" or "the Firm") will represent [Client Name] ("you") on a pro bono basis regarding the following intellectual property matter: [Description of Matter, e.g., Preparation and filing of a U.S. Patent/Trademark Application for Project X].

1. Scope of Services

Our services are limited to the specific matter described above. Unless otherwise agreed in writing, our representation does not include litigation, appeals, maintenance filings after registration, or any other legal matters.

2. Professional Fees

The Firm will provide its legal services for this matter free of charge. You will not be billed for the time spent by our attorneys or staff.

3. Costs and Expenses

While legal fees are waived, you remain responsible for all third-party costs. These may include, but are not limited to, government filing fees, search firm fees, and postage. We will obtain your approval before incurring any significant expense.

4. Client Responsibilities

You agree to cooperate fully, provide truthful information, and respond promptly to our requests for instructions or data. Failure to do so may result in the termination of our representation.

5. Confidentiality

We will maintain the confidentiality of all information you provide to us in accordance with the rules of professional conduct.

6. Termination of Services

You may terminate this representation at any time. The Firm may also withdraw from representation as permitted by professional rules, including for non-payment of third-party costs or loss of communication.

7. Conflicts of Interest

Our representation is subject to a continuing check for conflicts of interest with our existing and future clients.

Please sign and return this letter to indicate your agreement with these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

Agreed and Accepted:

[Client Name]

Date: _____