

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

[Date]

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

Re: Engagement for Legal Representation - [Case Number or Charges]

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in connection with the criminal charges or investigation involving [Brief Description of Matter].

The purpose of this agreement is to set forth the terms of our professional relationship, the scope of the legal services we will provide, and the fee arrangement for your defense. Please review this document carefully to ensure you understand our mutual obligations.

Scope of Representation

Our firm will provide legal defense services including, but not limited to, investigation, review of discovery, pretrial motions, negotiations with the prosecution, and representation at court hearings. This engagement is limited specifically to the matter mentioned above and does not include appeals or unrelated civil litigation unless a separate agreement is signed.

Fees and Costs

[Insert Fee Structure: e.g., Flat Fee, Hourly Rate, or Retainer Amount]. In addition to legal fees, you will be responsible for out-of-pocket costs such as filing fees, expert witness fees, and travel expenses.

Client Responsibilities

To provide an effective defense, it is essential that you provide truthful and complete information, respond promptly to inquiries, and appear at all scheduled court dates.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Attorney Signature]

[Attorney Name]

Acknowledgment

I have read, understood, and agree to the terms set forth in this engagement letter.

[Client Signature]

Date: _____