

[Date]

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

RE: Engagement Agreement - Legal Fees and Expenses

Dear [Client Name],

This letter outlines the terms regarding legal fees and expenses for the representation of [Matter Description].

1. Professional Fees

Our fees for this matter will be based on [select one: an hourly rate of \$___ / a flat fee of \$___ / a contingency fee of ___%]. For hourly billing, time is tracked in increments of [e.g., 0.1] hours.

2. Retainer

An initial retainer of \$[Amount] is required before work commences. This amount will be held in a trust account and applied toward future invoices.

3. Reimbursable Expenses

In addition to professional fees, you agree to reimburse the firm for out-of-pocket expenses incurred, including but not limited to:

- Court filing fees
- Process server fees
- Expert witness fees
- Travel expenses
- Photocopying and postage

4. Billing and Payment

Invoices will be issued [e.g., monthly]. Payment is due within [Number] days of the invoice date. Late payments may be subject to interest at a rate of [Percentage]% per month.

5. Withdrawal for Non-Payment

The firm reserves the right to suspend services or withdraw from representation if invoices remain unpaid for more than [Number] days.

Please sign below to acknowledge your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledgment

I have read, understood, and agree to the terms of legal fees and expenses as outlined above.

[Client Signature]

[Date]