

[Law Firm or Agency Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Engagement for Family-Sponsored Visa Application Services**

Dear [Client Name],

This letter confirms that [Law Firm/Agency Name] has been retained to represent you in your family-sponsored visa application process for [Name of Beneficiary].

**1. Scope of Services**

We will provide the following services:

- Review of eligibility and supporting documentation.
- Preparation and filing of Form [e.g., I-130, I-485, or DS-260].
- Guidance on gathering evidence of the family relationship.
- Monitoring the status of the application with relevant immigration authorities.
- Preparation for the visa interview (if applicable).

**2. Fees and Costs**

The professional fee for this service is \$[Amount]. This fee does not include government filing fees, translation costs, medical exam fees, or travel expenses, which are the responsibility of the client.

**3. Client Responsibilities**

You agree to provide accurate information and all requested documents in a timely manner. Failure to provide truthful information may result in the denial of the application and the termination of our services.

**4. No Guarantee of Outcome**

While we will use our best efforts to achieve a successful result, we cannot guarantee that the visa will be approved, as the final decision rests solely with the government authorities.

**5. Termination**

Either party may terminate this agreement at any time upon written notice. If services are terminated, you will be responsible for fees earned up to the date of termination.

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

Sincerely,

[Signature of Representative]

[Printed Name and Title]

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**Client Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_