

[Sender Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Client Name]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Re: Engagement for Intracompany Transferee (ICT) Visa Application

Dear [Client Name],

This letter confirms the terms under which [Firm Name] will provide legal services to [Company Name] regarding the Intracompany Transferee visa application for [Employee Name].

1. Scope of Services

Our services will include:

- Assessing eligibility for the Intracompany Transferee category.
- Advising on required documentation for both the sending and receiving entities.
- Preparing and filing the necessary visa petitions and supporting briefs.
- Guiding the employee through the consular processing or change of status requirements.

2. Fees and Costs

The legal fee for this matter is a flat fee of \$[Amount]. This fee does not include government filing fees, translation costs, or courier charges, which will be billed separately.

3. Client Responsibilities

The client agrees to provide all necessary financial records, corporate relationship proof, and employee credentials in a timely manner. Accuracy of all provided information is the responsibility of the client.

4. Termination

Either party may terminate this engagement upon written notice. In the event of termination, the client is responsible for fees for services rendered up to the date of termination.

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

Sincerely,

[Signature]
[Printed Name]
[Title]

Accepted and Agreed:

Signature: _____

Date: _____