

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Legal Services - Consular Processing for [Visa Type]

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in connection with your consular processing application for a [Visa Type, e.g., H-1B, CR-1, EB-3] visa at the U.S. Embassy/Consulate in [City, Country].

1. Scope of Services

Our services will include:

- Reviewing personal and financial documentation for eligibility.
- Preparing and filing the DS-260 (Immigrant Visa Electronic Application) or DS-160 (Non-immigrant Visa Application).
- Assisting with the submission of civil documents to the National Visa Center (NVC).
- Providing guidance on the medical examination and police clearance requirements.
- Preparing you for the formal interview at the U.S. Consulate.

2. Legal Fees and Costs

The flat fee for this legal representation is \$[Amount]. A retainer of \$[Amount] is due upon the signing of this agreement. Please note that this fee does not include government filing fees (e.g., NVC fees, reciprocity fees), medical exam costs, or translation services.

3. Client Responsibilities

You agree to provide truthful information and all requested documentation in a timely manner. Failure to disclose material facts or criminal history may result in visa denial and the termination of this agreement.

4. No Guarantee of Outcome

While we will strive to provide the best possible representation, the final decision rests solely with the U.S. Department of State. We cannot guarantee the approval of any visa or the specific processing times of the Consulate.

5. Termination

Either party may terminate this relationship at any time by providing written notice. In the event of termination, you will be responsible for fees earned up to that date.

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

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]

Client Acceptance:

I have read, understood, and agree to the terms outlined above.

Signature: _____ Date: _____