

Date: [Insert Date]

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

Re: Engagement for Specialty Occupation Visa (H-1B) Legal Services

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent [Company Name] (the "Petitioner") and [Beneficiary Name] (the "Beneficiary") in connection with the filing of a Specialty Occupation Visa (H-1B) petition with U.S. Citizenship and Immigration Services (USCIS).

1. Scope of Services

The firm will perform the following services:

- Reviewing candidate credentials and job descriptions to ensure specialty occupation compliance.
- Preparing and filing the Labor Condition Application (LCA) with the Department of Labor.
- Preparing Form I-129 and all necessary supporting documentation.
- Providing guidance on prevailing wage requirements and maintenance of status.

2. Professional Fees

The legal fee for this matter is a flat fee of \$[Amount]. This fee does not include USCIS filing fees, courier costs, or translation services. All government filing fees must be paid via separate checks payable to the "U.S. Department of Homeland Security."

3. Responsibilities

The Petitioner and Beneficiary agree to provide all requested documentation promptly and to ensure that all information provided is truthful and accurate.

4. Termination

Either party may terminate this engagement at any time upon written notice. In the event of termination, the firm shall be entitled to payment 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,

[Attorney Name]
[Law Firm Name]

Acknowledged and Agreed:

[Authorized Signatory Name]

[Title]

Date: _____