[Date]

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

Re: Engagement for Legal Services - [Case Number/Charges]

Dear [Client Name],

This letter confirms that you have retained [Law Firm Name] to represent you in connection with the following criminal matter: [Description of Charges/Matter]. This agreement sets forth the terms of our representation.

1. Scope of Representation
Our representation is limited to the matter described above. This agreement does not include appeals, civil forfeiture proceedings, or any other separate legal matters unless agreed upon in writing.

2. Hourly Rates
You agree to pay for legal services based on the time expended by our firm. Our current hourly rates are as follows:

- Partners: $[Amount]/hour
- Associates: $[Amount]/hour
- Paralegals: $[Amount]/hour

Time is billed in increments of [e.g., 0.1] of an hour.

3. Retainer
We require an initial retainer of $[Amount] before work begins. This amount will be held in our trust account. We will apply our monthly fees and costs against this retainer. You agree to replenish the retainer to its original amount upon request if the balance falls below $[Amount].

4. Costs and Expenses
In addition to attorney fees, you are responsible for out-of-pocket expenses, including but not limited to:

- Court filing fees
- Process server fees
- Expert witness fees
- Travel expenses
- Transcripts and discovery costs

Significant expenses may be forwarded directly to you for payment.

5. Billing
You will receive a monthly statement detailing the services rendered and costs incurred. Payments are due within [Number] days of the invoice date.

6. Termination of Services
You may terminate our representation at any time. We may withdraw from representation if you fail to pay our invoices, fail to cooperate, or if ethical rules require us to do so. Upon termination, all earned fees and costs remain due and payable.

7. No Guarantee of Outcome
While we will provide diligent representation, we make no guarantees regarding the final outcome of your case.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Acceptance:

I have read, understand, and agree to the terms set forth in this letter.

_____
[Client Signature]

Date: _____