

**[Date]**

**[Client Name]**

[Client Address]

[City, State, Zip Code]

**RE: Engagement for Legal Services - [Brief Description of Matter]**

Dear [Client Name],

This letter sets forth the agreement between [Law Firm Name] ("the Firm") and [Client Name] ("the Client") regarding our representation in connection with [Description of Incident/Claim].

### **1. Scope of Representation**

The Client retains the Firm to provide legal services related to the recovery of damages arising from the matter described above. This agreement covers representation through trial but does not include appeals or separate collection proceedings unless agreed upon in writing.

### **2. Contingency Fee Arrangement**

The Client will not pay an hourly fee for legal services. Instead, the Firm's legal fee will be a percentage of the "Gross Recovery" (the total amount collected before deducting expenses). The fee shall be calculated as follows:

- [Percentage, e.g., 33.3%] if the matter is resolved prior to filing a lawsuit;
- [Percentage, e.g., 40%] if a lawsuit is filed or if the matter goes to mediation/arbitration.

If no recovery is obtained, the Client will owe the Firm nothing for legal fees.

### **3. Costs and Expenses**

In addition to legal fees, the Client is responsible for out-of-pocket costs (e.g., filing fees, expert witness fees, medical records, travel). The Firm may advance these costs. Upon recovery, these costs will be deducted from the Client's share after the contingency fee has been calculated.

### **4. Client Cooperation**

The Client agrees to be truthful, to keep the Firm informed of any changes in contact information, and to cooperate fully in the preparation and presentation of the case.

### **5. Discharge and Withdrawal**

The Client may discharge the Firm at any time. The Firm may withdraw from representation if the Client fails to cooperate, if the claim is found to lack merit, or for any other ethical reason. If the Firm is discharged, it may be entitled to a lien for the value of work performed.

### **6. No Guarantee of Results**

The Client acknowledges that the Firm has made no guarantees regarding the successful outcome of this matter.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

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**ACKNOWLEDGED AND AGREED:**

\_\_\_\_\_  
[Client Signature]

\_\_\_\_\_  
[Date]