

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: LIMITED SCOPE REPRESENTATION AGREEMENT

Dear [Client Name],

This letter sets forth the terms and conditions under which [Law Firm Name] ("we" or "the Firm") will represent [Client Name] ("you") in connection with [Case Name/Matter Number].

1. LIMITATION OF SCOPE

Unlike a general retainer, our representation is limited to the specific tasks listed below. We will not provide legal services outside of these items:

- [Task 1: e.g., Drafting of Answer to Complaint]
- [Task 2: e.g., Representation at Mediation on Date]
- [Task 3: e.g., Research regarding Statute of Limitations]

We will NOT be responsible for any other aspects of your litigation, including discovery, motions, or trial, unless a new written agreement is signed.

2. CLIENT RESPONSIBILITIES

Because this is a limited representation, you remain responsible for all other aspects of your case. You agree to:

- Provide all necessary documents and facts promptly.
- Monitor court deadlines and hearings not listed in Section 1.
- Notify the court and opposing counsel of your contact information for service of process.

3. FEES AND COSTS

For the limited services described above, you agree to pay:

- [Fee Structure: e.g., A flat fee of \$X.XX / An hourly rate of \$X.XX].
- Initial Retainer Amount: \$[Amount].
- Costs such as filing fees or postage are [included/billed separately].

4. TERMINATION OF REPRESENTATION

Our attorney-client relationship will conclude automatically upon the completion of the tasks listed in Section 1. We will provide you with a closing letter or notice of withdrawal at that time.

5. NO GUARANTEE

You acknowledge that we have made no guarantee regarding the successful outcome of your legal matter.

Please sign below to indicate your agreement to these limited terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

CLIENT CONSENT

I have read this letter and understand that my lawyer's involvement in my case is limited to the tasks specified above. I agree to these terms.

[Client Signature]

Date: _____