

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

[Date]

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

Re: Scope of Legal Representation - [Case Name/Matter Description]

Dear [Client Name],

This letter confirms the terms and the scope of the legal services that [Law Firm Name] will provide to you.

1. Scope of Services

Our representation is limited to the following specific matter: [Detailed description of the legal matter or case]. We will perform the legal work necessary to pursue this matter, including research, drafting documents, and representing you in negotiations or court proceedings related specifically to this issue.

2. Excluded Services

This representation does not include [List specific tasks not covered, e.g., appeals, tax advice, or unrelated litigation]. Any additional services must be agreed upon in a separate written agreement.

3. Client Responsibilities

To represent you effectively, you agree to provide truthful information, provide requested documents in a timely manner, and notify us immediately of any changes in your contact information or circumstances related to this case.

4. Fees and Billing

Our services will be billed at [Rate/Flat Fee/Contingency]. You will receive an itemized statement every [Month/Quarter]. [Mention retainer details if applicable].

5. Termination of Representation

Either party may terminate this representation at any time by providing written notice, subject to ethical obligations and court approval where necessary.

Please sign and return a copy of this letter to confirm your agreement with these terms.

Sincerely,

[Attorney Signature]
[Attorney Name]

Acknowledgment:

I have read and understand the scope of representation as outlined above.

[Client Signature]

[Date]