

**[Law Firm Name]**  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

**[Date]**

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

**RE: Notice of Engagement and Fee Agreement - [Case Name/Matter]**

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") will represent you as an opt-in plaintiff in the collective action lawsuit against [Defendant Name] regarding [Description of Claims, e.g., unpaid overtime wages].

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

The Firm will provide legal services related to the prosecution of the aforementioned lawsuit. This includes filing your consent to join, conducting discovery, and participating in settlement negotiations or trial.

### **2. Legal Fees (Contingency Fee)**

You are not required to pay any upfront hourly fees. The Firm will be compensated on a contingency basis. If a recovery is obtained, the Firm will receive [Percentage, e.g., 33.3%] of the gross recovery. If no recovery is made, you will owe the Firm no legal fees.

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

The Firm will advance litigation costs (e.g., filing fees, expert fees). These costs will be deducted from the total recovery before the final distribution to you. If there is no recovery, you will not be responsible for reimbursing the Firm for these costs.

### **4. Client Responsibilities**

You agree to cooperate fully by providing truthful information, preserving relevant documents (such as pay stubs or schedules), and notifying the Firm of any changes to your contact information.

### **5. Collective Action Participation**

By signing this agreement, you understand that the "Named Plaintiff" and the Firm will make certain tactical decisions regarding the litigation. However, any individual settlement offer made specifically to you will be subject to your approval.

## **6. Termination**

You may terminate this representation at any time by providing written notice. The Firm may withdraw from representation as permitted under the rules of professional conduct.

Please sign and return this letter to signify your acceptance of these terms.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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## **CONSENT AND AGREEMENT**

I have read this Engagement Letter and agree to its terms. I hereby authorize [Law Firm Name] to represent me in this matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_