

[Date]

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

Re: Engagement for Legal Representation regarding [Corporation Name]

Dear [Shareholder Name],

This letter confirms that [Law Firm Name] has been retained to represent you in your capacity as a shareholder of [Corporation Name] regarding [Brief Description of Matter/Purpose].

Scope of Representation

Our representation is limited to [Specific Legal Task or Litigation]. We do not represent the Corporation itself, its officers, or its directors, unless specifically agreed upon in writing. Our goal is to protect your individual interests as a shareholder.

Fees and Billing

Our services will be billed based on [Hourly Rate / Flat Fee / Contingency]. You will receive a monthly statement detailing the work performed and expenses incurred. Payment is due within [Number] days of receipt.

Conflicts of Interest

We have conducted a conflict check and have determined that no current conflicts prevent this representation. If you are part of a group of shareholders being represented together, please be aware that information shared with us may be shared among the group members.

Communication

We will keep you informed of all significant developments. Please provide your preferred method of contact below. You agree to provide us with all necessary information and documents required to handle this matter effectively.

Termination

Either party may terminate this relationship at any time by providing written notice, subject to our ethical obligations and court rules if litigation is pending.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledge and Agreed:

[Shareholder Signature]

Date: _____