

```
<div>
  <p>
    <strong>[Law Firm Name]</strong><br>
    [Street Address]<br>
    [City, State, Zip Code]<br>
    [Phone Number]<br>
    [Email Address / Website]
  </p>
  <p>
    [Date]
  </p>
  <p>
    [Client Name]<br>
    [Client Address]<br>
    [City, State, Zip Code]
  </p>
  <p>
    <strong>RE: Engagement for Legal Services - [Case Name or Matter
Description]</strong>
  </p>
</div>
```