

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Limited Liability Company Formation

Dear [Client Name],

This letter confirms the terms upon which [Law Firm/Consultant Name] ("we") will provide legal services to [Client Name] ("you") in connection with the formation of a Limited Liability Company (the "LLC").

1. Scope of Services

The scope of our services will include the following:

- Verification of name availability in the state of [State Name].
- Preparation and filing of the Articles of Organization.
- Preparation of a standard Operating Agreement.
- Obtaining a Federal Employer Identification Number (EIN) from the IRS.
- Preparation of initial organizational minutes or consents.

2. Fees and Costs

Our professional fee for these services is a fixed rate of \$[Amount]. In addition to our fee, you will be responsible for out-of-pocket expenses, including state filing fees, which are currently \$[Amount]. Total payment of \$[Total Amount] is required prior to filing.

3. Client Responsibilities

You agree to provide all necessary information timely and accurately, including the desired name of the LLC, the names of members/managers, and the principal business address.

4. Limitations

This engagement is limited to the formation of the LLC. Unless specifically agreed upon in writing, our services do not include tax advice, trademark searches, or ongoing compliance filings (such as Annual Reports).

5. Term and Termination

This engagement will terminate upon the delivery of the filed Articles of Organization and the executed Operating Agreement. Either party may terminate this agreement at any time upon written notice.

Please indicate your acceptance of these terms by signing below and returning this letter.

Sincerely,

[Your Name/Firm Name]

Accepted and Agreed:

Signature: _____

Date: _____