

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Scope of Legal Services for [Matter Name/Case Number]

Dear [Client Name],

This letter outlines the specific legal services that [Law Firm Name] will provide to you regarding [Description of Matter].

1. Included Services

The scope of our representation is limited to the following activities:

- [Service 1: e.g., Initial consultation and case evaluation]
- [Service 2: e.g., Preparation and filing of specific legal documents]
- [Service 3: e.g., Representation at the hearing scheduled on Date]
- [Service 4: e.g., Negotiation with opposing counsel regarding specific terms]

2. Excluded Services

For the avoidance of doubt, our representation does not include:

- [Excluded Item 1: e.g., Appeals of any court decisions]
- [Excluded Item 2: e.g., Tax advice or financial planning]
- [Excluded Item 3: e.g., Representation in unrelated litigation]

3. Fees and Costs

Services will be billed based on [Hourly Rate / Flat Fee / Contingency]. Any costs such as filing fees, travel, or expert witnesses will be billed separately as incurred.

4. Termination of Services

Our professional relationship for this matter will terminate once the services listed in Section 1 are completed. Any further representation will require a new signed agreement.

If you agree with the scope of services as defined above, please sign and return a copy of this letter.

Sincerely,

[Attorney Name]

[Law Firm Name]

Client Acknowledgment:

[Client Signature]

Date: _____