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

[Date]

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

RE: Engagement for Real Estate Legal Services - [Property Address/Project Name]

Dear [Client Name],

This letter confirms the terms upon which [Firm Name] will represent you in connection with [brief description of the transaction, e.g., the purchase/sale/leasing of the property located at Address].

Scope of Services
Our services will include [list specific tasks, e.g., title review, drafting purchase agreements, and closing attendance]. This engagement does not include litigation or tax advice unless specifically requested in writing.

Fees and Billing
You will be charged for our services based on the time expended by our attorneys and legal staff. Our current hourly rates are as follows:

- Partners: $[Amount]/hour
- Associates: $[Amount]/hour
- Paralegals: $[Amount]/hour

Expenses
In addition to legal fees, you will be responsible for out-of-pocket expenses including, but not limited to, filing fees, title search charges, overnight delivery fees, and recording costs.

Retainer
We require an initial retainer of $[Amount] before work commences. This amount will be held in our trust account and applied toward your final invoice or held as security.

Invoicing
Invoices are sent monthly and are due upon receipt. Interest at a rate of [Percentage]% per month may be applied to balances unpaid after 30 days.

Termination
You may terminate this representation at any time. We may also withdraw from representation subject to ethical rules, provided we give you reasonable notice.

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

Sincerely,

[Attorney Name]
[Firm Name]

Agreed and Accepted:

_____
[Client Name]

Date: _____