

[Law Firm Name]  
[Address]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address]

**RE: Letter of Engagement for Legal Representation - [Case Type, e.g., Divorce/Child Custody]**

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in connection with [description of legal matter, e.g., your petition for dissolution of marriage and related family law matters].

**Scope of Representation**

Our services will include, but are not limited to:

- Legal consultation and strategic planning.
- Preparation and filing of all necessary legal pleadings and documents.
- Negotiation with the opposing party or their counsel.
- Representation at mediation, hearings, and trial, if necessary.

**Fees and Billing**

Our services will be billed at an hourly rate of \$[Amount] for lead counsel and \$[Amount] for paralegal support. You agree to provide an initial retainer of \$[Amount] to be held in a trust account. You will receive monthly itemized statements detailing work performed and costs incurred.

**Client Responsibilities**

To provide effective representation, you agree to:

- Provide complete and truthful information and documentation.
- Notify us immediately of any changes in contact information or circumstances.
- Pay all invoices in a timely manner according to the terms of this agreement.

**Withdrawal or Termination**

You have the right to terminate our representation at any time. We reserve the right to withdraw from representation as permitted or required by the rules of professional conduct, including for non-payment of fees.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**Client Agreement**

I have read, understood, and agree to the terms set forth in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_