

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Commercial Real Estate Closing - [Property Address/Description]

Dear [Client Name],

This letter confirms that [Law Firm/Company Name] has been retained to represent [Client Name] (the "Client") in connection with the closing of the commercial real estate transaction for the property located at [Property Address].

1. Scope of Services

Our services will include, but are not limited to:

- Review and preparation of the purchase and sale agreement.
- Examination of title commitment and coordination of title insurance.
- Review of surveys, environmental reports, and zoning documents.
- Preparation and review of closing documents (Deeds, Bills of Sale, Affidavits).
- Coordination with lenders regarding financing and loan documentation.
- Attendance at and management of the final closing.

2. Fees and Expenses

Our professional fee for this matter is estimated to be [Amount or Hourly Rate]. In addition to legal fees, the Client is responsible for out-of-pocket expenses including, but not limited to, title insurance premiums, recording fees, overnight delivery charges, and search fees.

3. Retainer

We require an initial retainer of \$[Amount] before work commences. This amount will be applied toward the final statement at closing.

4. Conflicts of Interest

By signing this letter, the Client confirms that they are not aware of any conflicts of interest regarding this firm's representation in this transaction.

5. Termination

Either party may terminate this engagement at any time upon written notice, subject to payment of any fees and expenses incurred up to the date of termination.

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

Signature: _____

Date: _____