

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Definition of Success for Case: [Case Number/Name]

Dear [Client Name],

This letter serves to formally define the criteria for success regarding your legal matter. To ensure our goals are aligned, we have established that "success" for this case shall be defined as follows:

Primary Objective:

[Describe the main goal, e.g., reaching a settlement, obtaining a specific judgment, or dismissal of charges].

Key Performance Indicators:

- [Indicator 1: e.g., Recovery of damages exceeding \$X]
- [Indicator 2: e.g., Resolution within X months]
- [Indicator 3: e.g., Preservation of specific business licenses]

Secondary Outcomes:

[Describe any additional favorable results, e.g., recovery of legal fees or non-disclosure agreements].

Please note that while we will strive to achieve these results, legal outcomes cannot be guaranteed. If these definitions align with your expectations, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Company Name]

Client Acknowledgement:

I agree with the definition of success as outlined above.

Signature: _____ Date: _____