

[Attorney/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Engagement for Workers' Compensation Legal Services

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in connection with your workers' compensation claim resulting from the injury you sustained on [Date of Injury] while employed by [Employer Name].

Scope of Representation

Our firm will provide legal services related to filing, negotiating, and, if necessary, litigating your workers' compensation claim. This includes obtaining medical records, communicating with insurance carriers, and representing you at hearings before the [State] Workers' Compensation Board.

Legal Fees and Costs

Legal services for this matter are performed on a contingency fee basis. This means you will not pay attorney fees unless we successfully recover compensation for you. Our fee is [Percentage]% of the total settlement or award, subject to approval by the Workers' Compensation Judge/Board. Out-of-pocket costs (such as medical record fees or expert witness fees) will be [deducted from the recovery / billed separately].

Client Responsibilities

To ensure effective representation, you agree to:

- Provide all relevant documents and information regarding your injury.
- Notify us immediately of any changes in your medical status or employment.
- Attend all scheduled medical appointments and legal hearings.
- Keep our office informed of any changes to your contact information.

Termination

You have the right to terminate our representation at any time. The firm also reserves the right to withdraw from representation if there is a breach of this agreement or if facts emerge that make further representation unethical or impractical.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

Acknowledgement and Acceptance

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

[Client Signature]

[Date]