

[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Engagement for Commercial Debt Recovery Services - [Debtor Name]

Dear [Client Contact Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will represent [Client Company Name] ("the Client") in connection with the recovery of outstanding commercial debt owed by [Debtor Name] in the amount of \$[Amount].

1. Scope of Services

The Firm will provide the following services:

- Review of relevant invoices, contracts, and correspondence.
- Issuance of a formal Letter of Claim / Demand Letter.
- Negotiation with the debtor or their legal representative.
- [Optional] Initiation of legal proceedings and obtaining judgment.
- [Optional] Post-judgment enforcement actions.

2. Fee Structure

The Client agrees to the following fee arrangement [Select one]:

- **Fixed Fee:** \$[Amount] for initial demand and negotiation.
- **Contingency Fee:** [Percentage]% of any gross amount recovered.
- **Hourly Rate:** \$[Rate] per hour for legal personnel involved.

3. Costs and Disbursements

The Client is responsible for all out-of-pocket expenses, including court filing fees, process server fees, and search fees. These will be billed at cost.

4. Client Responsibilities

The Client agrees to provide all documentation accurately and promptly and to notify the Firm immediately if any direct payments are received from the debtor.

5. Termination

Either party may terminate this agreement upon written notice. The Client remains responsible for fees incurred and disbursements paid up to the date of termination.

6. Governing Law

This agreement is governed by the laws of the State/Jurisdiction of [Jurisdiction Name].

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

Sincerely,

[Partner/Attorney Name]

[Law Firm Name]

Acceptance:

I, [Name of Authorized Representative], on behalf of [Client Company Name], accept the terms of this Engagement Letter.

Signature: _____

Date: _____