

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

[Date]

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

RE: Engagement for Debt Collection Representation

Dear [Client Name],

This letter confirms that [Law Firm Name] (the "Firm") has been retained to represent you in connection with the collection of an outstanding consumer debt owed to you by [Debtor Name] in the amount of \$[Amount].

1. Scope of Services

The Firm will provide the following services:

- Reviewing documentation related to the debt.
- Sending demand letters to the debtor.
- Negotiating potential settlements.
- [Optional: Filing a lawsuit and pursuing a judgment].

2. Fees and Costs

Our fee for this matter will be based on:

- **Contingency Fee:** [Percentage]% of any gross amount recovered.
- **Hourly Rate:** \$[Rate] per hour for legal staff time.
- **Costs:** You will be responsible for out-of-pocket costs such as filing fees, process server fees, and postage.

3. Client Responsibilities

You agree to provide all necessary documentation (contracts, invoices, correspondence) and to inform the Firm immediately if you receive payment directly from the debtor.

4. Termination

Either party may terminate this agreement at any time upon written notice. If terminated, you remain responsible for any costs incurred and earned fees up to the date of termination.

5. No Guarantee of Result

The Firm makes no guarantee regarding the successful collection of the debt or the outcome of any litigation.

Please sign and return this letter to signify your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

[Client Name]

Date: _____