

[Law Firm or Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Debt Collection Services - [Debtor Name]

Dear [Client Name],

This letter sets forth the terms and conditions under which [Law Firm/Agency Name] ("we" or "us") will represent [Client Name] ("you") in connection with the collection of outstanding debts owed to you by [Debtor Name].

1. Scope of Services

We will provide legal/collection services including, but not limited to, demand letters, negotiations, and, if authorized by you, the commencement of legal proceedings to recover the principal amount, interest, and costs owed.

2. Hourly Rates

Our services for this matter will be billed on an hourly basis. The current hourly rates for personnel assigned to your file are as follows:

- Partners/Principals: \$[Amount] per hour
- Associates: \$[Amount] per hour
- Paralegals/Staff: \$[Amount] per hour

Time is billed in increments of [e.g., 1/10th] of an hour.

3. Costs and Expenses

In addition to hourly fees, you agree to reimburse us for out-of-pocket expenses incurred, including court filing fees, process server fees, skip tracing fees, and long-distance travel, if required.

4. Retainer

We require an initial retainer of \$[Amount] before work commences. This amount will be held in our trust account and applied against our monthly invoices. You agree to replenish this retainer upon request if it falls below \$[Amount].

5. Billing and Payment

Invoices will be sent monthly. Payment is due within [Number] days of the invoice date. Late payments may result in the suspension of services.

6. No Guarantee of Recovery

You acknowledge that we make no guarantee regarding the successful recovery of the debt. Fees and costs remain payable regardless of whether the debt is collected from the debtor.

7. Termination

Either party may terminate this engagement at any time upon written notice. Upon termination, you remain responsible for all fees and costs incurred up to the date of termination.

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

Sincerely,

[Name of Attorney/Agent]
[Title]



Accepted and Agreed:

Signature: _____

Print Name: _____

Date: _____