

[Your Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Client Name]  
[Client Address Line 1]  
[Client Address Line 2]

## **RE: Engagement for Litigation and Debt Recovery Services**

Dear [Client Name],

This letter confirms the terms upon which [Your Law Firm Name] ("the Firm") will provide legal services to [Client Name] ("the Client") regarding the recovery of debts owed by [Debtor Name] and any associated litigation.

### **1. Scope of Services**

The Firm will provide the following services:

- Initial review of documentation and evidence of debt.
- Issuance of formal Letters of Demand.
- Negotiation and settlement discussions with the debtor.
- Commencement and conduct of legal proceedings if necessary.
- Enforcement of judgments obtained.

### **2. Fees and Billing**

Our professional fees will be calculated as follows:

- [Hourly Rate / Fixed Fee Amount]: \$[Amount]
- [Percentage of recovery, if applicable]: [Percentage]%

The Client is responsible for all disbursements, including court filing fees, process server fees, and expert witness costs.

### **3. Client Responsibilities**

The Client agrees to provide all relevant documentation, provide truthful information, and give timely instructions to the Firm.

### **4. Termination**

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

**5. Governing Law**

This agreement is governed by the laws of [Your Jurisdiction].

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

Yours sincerely,

[Attorney Name]

[Your Law Firm Name]

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**Acknowledgment and Acceptance:**

I, [Client Name], agree to the terms and conditions set out in this Engagement Letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_