

Date: [Insert Date]

To:

[Counsel Name/Law Firm]

[Address]

[City, Country]

RE: Engagement Letter for International Debt Recovery Services

Dear [Name of Lead Counsel],

This letter confirms the engagement of [Law Firm Name] ("Counsel") by [Client Name] ("the Client") to provide legal services regarding the recovery of outstanding debts from [Debtor Name], located in [Debtor Country].

1. Scope of Services

Counsel is instructed to perform the following services:

- Review of relevant contracts, invoices, and correspondence.
- Issuance of formal demand letters in accordance with local jurisdiction requirements.
- Negotiation of settlement terms or repayment plans.
- Commencement of legal proceedings and enforcement of judgments (subject to prior written approval).

2. Fees and Expenses

The Client agrees to compensate Counsel based on the following structure:

- **Contingency Fee:** [Percentage]% of the gross amount recovered.
- **Hourly Rates:** [Amount/Currency] per hour for specific litigation tasks.
- **Administrative Costs:** Court fees, translation costs, and travel expenses shall be billed at cost and require prior approval if exceeding [Amount].

3. Reporting and Communication

Counsel shall provide monthly status updates regarding the progress of the recovery efforts. All settlement offers must be communicated to the Client immediately and require written acceptance by the Client.

4. Conflict of Interest

Counsel represents that there are no current conflicts of interest that would prevent the representation of the Client against the aforementioned Debtor.

5. Confidentiality

Counsel shall maintain the confidentiality of all proprietary information provided by the Client and shall not disclose such information to third parties except as required by law or the recovery process.

6. Termination

Either party may terminate this engagement upon [Number] days' written notice. In the event of termination, the Client shall pay for services rendered up to the date of termination.

7. Governing Law

This agreement shall be governed by the laws of [Jurisdiction/Country].

Please signify your acceptance of these terms by signing below.

Sincerely,

[Your Name/Authorized Signatory]

[Your Title]

[Client Company Name]

Accepted and Agreed:

Signature: _____

Name: [Counsel Representative Name]

Date: _____