

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Engagement for Legal Services - [Subject/Matter Name]**

Dear [Client Name],

This letter confirms that [Firm Name] has been engaged to represent you in connection with [Description of Legal Matter]. This agreement outlines the terms of our representation.

**Scope of Work**

Our services will be limited to [Detailed description of specific services to be provided]. Any additional services requested will require a separate written agreement.

**Fees and Billing**

Our legal fees will be charged at an hourly rate of \$[Amount] for [Attorney Name] and \$[Amount] for [Paralegal/Staff Name]. You will also be responsible for out-of-pocket expenses such as filing fees, travel, and photocopying costs.

**Retainer Amount**

To begin work, we require an initial retainer of \$[Amount]. This amount will be held in our trust account and applied against our future billings. If the retainer is exhausted, we may request an additional deposit.

**Client Responsibilities**

You agree to provide us with all necessary information promptly and to be truthful in all matters related to this engagement.

**Termination**

Either party may terminate this relationship at any time by providing written notice. Upon termination, you remain responsible for any fees and expenses incurred up to that date.

Please sign below and return this letter along with the retainer payment to indicate your acceptance of these terms.

Sincerely,

[Your Signature]  
[Your Printed Name]

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**Acknowledgment and Acceptance:**

I have read and agree to the terms set forth in this letter.

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[Client Signature]

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[Date]