

[Attorney Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

[Date]

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

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

Dear [Client Name],

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

**1. Scope of Services**

Our firm will provide legal services limited to [Specific Scope of Work]. Any additional services outside this scope will require a separate written agreement.

**2. Fees and Billing**

Our services will be charged at an hourly rate of \$[Amount] for partners, \$[Amount] for associates, and \$[Amount] for paralegals. You will receive a monthly itemized statement of fees and expenses.

**3. Retainer Deposit**

We require an initial retainer deposit of \$[Amount] before work commences. This amount will be held in our trust account and applied toward future billings. You agree to replenish this deposit if the balance falls below \$[Minimum Amount].

**4. Costs and Expenses**

In addition to legal fees, you are responsible for out-of-pocket expenses such as court filing fees, process server fees, travel costs, and photocopy charges.

**5. Client Cooperation**

To provide effective representation, you agree to provide truthful information, timely documentation, and keep us informed of any changes to your contact information.

**6. Termination**

You may terminate our representation at any time. We may also withdraw from representation as permitted or required by the rules of professional conduct, subject to court approval if necessary.

Please sign and return a copy of this letter along with the required retainer deposit to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]

[Printed Attorney Name]

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**Acknowledgment and Acceptance**

I have read, understood, and agree to the terms set forth above.

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

[Printed Client Name]