

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

Re: Retainer Agreement for Legal Representation Regarding [Subject/Matter]

Dear [Client Name],

Thank you for choosing [Law Firm Name] to assist you with [describe matter]. This letter outlines the terms of our engagement and the requirement for a pre-representation retainer fee.

1. Scope of Representation

The firm will provide legal services specifically related to [description of legal work]. This agreement does not cover appeals or unrelated legal matters unless agreed upon in writing.

2. Retainer Fee

To begin work on your file, we require an initial retainer fee of \$[Amount]. This amount must be paid in full before we formally enter into an attorney-client relationship or perform any legal services.

3. Trust Account and Billing

The retainer fee will be held in our client trust account. We will draw from this account as fees are earned and costs are incurred. You will receive monthly statements detailing the work performed and the remaining balance. If the retainer falls below \$[Minimum Balance], you agree to replenish the fund to its original amount.

4. Hourly Rates

Legal services will be billed at the following hourly rates:

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

5. Termination

You may terminate our services at any time. Upon termination, any unearned portion of the retainer fee remaining in the trust account will be refunded to you, minus any outstanding costs or fees already incurred.

To proceed, please sign below and return this letter along with the retainer payment.

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Acceptance

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

Signature: _____ Date: _____