

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Engagement for Pro Bono Legal Services**

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] ("we" or "the Firm") will represent you in connection with [Description of Specific Legal Matter]. This representation is being provided on a pro bono basis.

**1. Scope of Representation**

Our representation is limited to the matter described above. Unless otherwise agreed to in writing, our representation will conclude upon the resolution of this specific matter.

**2. Fees and Costs**

The Firm will not charge you for legal fees for our professional time. However, you may be responsible for "out-of-pocket" expenses such as court filing fees, process server fees, or transcript costs. We will notify you before incurring any significant expenses.

**3. Client Responsibilities**

To provide effective representation, we require your full cooperation. You agree to provide truthful information, notify us of any changes in your contact information, and respond promptly to our requests for information or documents.

**4. Confidentiality**

All communications between you and the Firm are confidential and protected by attorney-client privilege. We will not disclose any information regarding your case to third parties without your consent, except as required by law.

**5. Termination of Representation**

You have the right to terminate our representation at any time. The Firm also reserves the right to withdraw from representation as permitted or required by the Rules of Professional Conduct, including in the event of a breach of this agreement or an irreconcilable conflict of interest.

**6. Results Not Guaranteed**

While we will provide diligent representation, we cannot guarantee a specific outcome or result in your legal matter.

Please sign and return a copy of this letter to indicate your agreement with these terms.

Sincerely,

[Attorney Signature]  
[Attorney Name]  
[Law Firm Name]

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**Client Agreement:**

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

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