

[Date]

[Executive Director Name]  
[Non-Profit Organization Name]  
[Organization Address]  
[City, State, Zip Code]

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

Dear [Executive Director Name],

This letter confirms that [Law Firm/Attorney Name] ("we" or "the Firm") will represent [Non-Profit Organization Name] ("the Client") on a pro bono basis regarding [Specific Description of Legal Matter/Project].

### **1. Scope of Services**

Our services will be limited to [Detailed description of tasks]. Any additional matters outside of this scope will require a new or amended engagement agreement.

### **2. Fees and Costs**

The Firm will not charge legal fees for time spent on this matter. However, the Client remains responsible for out-of-pocket expenses, such as filing fees, transcription costs, or travel expenses, unless otherwise agreed in writing.

### **3. Client Responsibilities**

The Client agrees to cooperate fully, provide all necessary documentation in a timely manner, and keep the Firm informed of any changes in contact information or circumstances related to the matter.

### **4. Confidentiality**

The Firm will maintain the confidentiality of all information provided by the Client in accordance with applicable professional conduct rules.

### **5. Termination of Representation**

Either party may terminate this relationship at any time by providing written notice, subject to professional ethics requirements and court rules.

### **6. Conflict of Interest**

Our representation is contingent upon a continuous check for conflicts of interest. If a conflict arises, we will discuss the implications with you immediately.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

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

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**Agreed and Accepted:**

By: \_\_\_\_\_  
Name: [Authorized Representative Name]  
Title: [Title]  
Date: \_\_\_\_\_