

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

[Date]

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

**RE: Engagement for Pro Bono Legal Services - [Case Name or Description]**

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") will represent you in the civil litigation matter regarding [briefly describe the legal issue/case]. This agreement outlines the terms and scope of our legal services.

**1. Scope of Representation**

The Firm's representation is limited to the following: [Detailed description of specific tasks, e.g., filing a complaint, discovery, and trial in the matter of X vs. Y]. This agreement does not include appeals, unrelated litigation, or administrative proceedings unless agreed upon in writing.

**2. Pro Bono Status and Legal Fees**

The Firm agrees to provide legal services for this specific matter on a pro bono basis. This means you will not be charged hourly rates or flat fees for the time spent by our attorneys or staff.

**3. Costs and Expenses**

While legal fees are waived, you remain responsible for out-of-pocket costs, including but not limited to:

- Court filing fees
- Process server fees
- Expert witness fees
- Deposition transcripts

The Firm will seek your prior approval before incurring any significant expenses. If the court awards "attorney's fees" to us as the prevailing party, the Firm shall be entitled to those fees to offset the costs of providing free representation.

**4. Client Responsibilities**

To provide effective representation, you agree to:

- Provide truthful and complete information.
- Notify us immediately of changes in contact information.
- Respond promptly to requests for documents or signatures.
- Attend all required court hearings and depositions.

## **5. Termination of Representation**

You may terminate this representation at any time for any reason. The Firm may withdraw from representation as permitted or required by the Rules of Professional Conduct, including if a conflict of interest arises or if there is a breakdown in communication.

## **6. Document Retention**

At the conclusion of this matter, the Firm will close your file. You may request your original documents at that time. The Firm will retain electronic copies for [Number] years, after which they may be destroyed.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]

---

## **AGREED AND ACCEPTED:**

---

[Client Signature]

---

[Date]