

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Pro Bono Legal Services - [Project Name/Description]

Dear [Client Contact Name],

This letter confirms that [Law Firm Name] (the "Firm") will represent [Client Name] (the "Client") in connection with [Description of specific corporate transaction, e.g., incorporation, contract review, or nonprofit formation].

1. Scope of Services

The Firm's representation is limited to the following matters: [Detailed list of specific tasks]. Any additional services must be agreed upon in a separate written amendment to this letter.

2. Fees and Expenses

The Firm will provide legal services on a pro bono basis, meaning we will not charge for attorney time or paralegal services. However, the Client remains responsible for third-party costs and out-of-pocket expenses, such as government filing fees, incorporation fees, or messenger services, unless otherwise agreed in writing.

3. Client Responsibilities

The Client agrees to cooperate fully with the Firm, provide all necessary information and documentation in a timely manner, and notify the Firm of any changes in contact information or business circumstances.

4. Confidentiality and Attorney-Client Privilege

The Firm will maintain the confidentiality of all information provided by the Client in accordance with applicable rules of professional conduct. The attorney-client privilege protects communications between the Client and the Firm for the purpose of obtaining legal advice.

5. Conflicts of Interest

Our representation is contingent upon the completion of a conflict-of-interest check. If a conflict arises during the course of the representation, we will discuss the matter with you and may be required to withdraw from the engagement.

6. Termination of Representation

Either party may terminate this relationship at any time upon written notice, subject to professional ethical obligations. Upon conclusion of the legal matter, our attorney-client relationship will terminate unless otherwise extended in writing.

7. Document Retention

At the conclusion of this matter, the Firm will return original documents to the Client upon

request. The Firm will retain its own files for a period of [Number] years, after which they may be destroyed.

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

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Authorized Signatory Name]

Title: [Title]

Date: _____