

Date: [Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Pro Bono Legal Services - Immigration Defense

Dear [Client Name],

This letter confirms that [Law Firm/Organization Name] will represent you in your immigration matter before the [Immigration Court/USCIS]. This agreement outlines the terms of our legal representation.

1. Scope of Services

Our representation is limited to the following matter: [Description of case, e.g., Defense against removal proceedings and application for Asylum]. This agreement does not cover appeals or any other legal matters unless agreed upon in writing.

2. Pro Bono Status and Fees

Our legal services are provided "pro bono," meaning you will not be charged for attorney time or legal fees. However, you remain responsible for "out-of-pocket" costs, such as government filing fees, translation services, or medical evaluations, unless a fee waiver is obtained.

3. Client Responsibilities

To provide effective representation, you agree to:

- Provide truthful and complete information.
- Notify us immediately of any change in address or phone number.
- Attend all scheduled court hearings and appointments.
- Provide requested documents in a timely manner.

4. Confidentiality

All communications between you and our office are confidential and protected by attorney-client privilege. We will not share your information with third parties without your consent, except as required by law or to advance your case.

5. Termination of Services

You may terminate this representation at any time. We may withdraw from representation if you fail to cooperate, provide false information, or if a conflict of interest arises, subject to court approval if necessary.

6. File Retention

At the conclusion of your case, we will return your original documents upon request. We will maintain a digital or physical copy of your file for [Number] years, after which it may be destroyed.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm/Organization Name]

Client Acceptance:

I have read this letter, understand its terms, and agree to them.

Signature: _____ Date: _____