[Law Firm Name]
[Address]
[City, State, Zip]

[Date]

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

Re: Engagement for Estate Planning Services

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to provide estate planning services to you. This document outlines the scope of our work and our billing practices.

1. Scope of Services
We will assist you in the analysis, strategy, and preparation of estate planning documents, which may include a Last Will and Testament, Durable Power of Attorney, Healthcare Proxy, and [Optional: Living Trust]. This engagement does not include tax litigation or post-death administration unless agreed upon in a separate writing.

2. Hourly Rates
Our services will be billed on an hourly basis. The current hourly rates for individuals working on your matter are as follows:

- Partners: $[Amount]/hour
- Associates: $[Amount]/hour
- Paralegals: $[Amount]/hour

3. Costs and Expenses
In addition to professional fees, you will be responsible for out-of-pocket expenses such as filing fees, notary fees, postage, and messenger services. Large disbursements will be cleared with you in advance.

4. Retainer
An initial retainer of $[Amount] is required before work commences. This amount will be held in our trust account and applied against monthly invoices. You agree to replenish this retainer if requested.

5. Client Cooperation
To provide effective representation, you agree to provide complete and accurate information regarding your assets, liabilities, and family dynamics in a timely manner.

6. Termination
You may terminate our representation at any time. We may also withdraw from representation, subject to ethical rules, if fees are not paid or if there is a breakdown in communication.

If these terms are acceptable, please sign below and return this letter along with the required retainer.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

_____
[Client Name]
Date: _____