

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Engagement for Pro Bono Legal Consultation

Dear [Client Name],

Thank you for choosing [Legal Clinic Name] for your legal consultation. This letter confirms the terms of our agreement to provide you with pro bono legal services regarding [Brief Description of Legal Matter].

1. Scope of Services

Our services are limited to a legal consultation. This includes reviewing the documents you provide and offering legal advice during our meeting scheduled for [Date/Time]. We are not agreeing to represent you in court, file documents on your behalf, or provide ongoing legal services beyond this consultation unless a separate written agreement is signed.

2. Fees and Costs

Our legal services are provided free of charge (pro bono). However, you may be responsible for third-party costs, such as filing fees, postage, or document reproduction, if applicable.

3. Attorney-Client Privilege

All communications between you and our clinic regarding this matter will be kept confidential and are protected by attorney-client privilege. We will not disclose your information to outside parties without your consent, except as required by law.

4. Conflict of Interest

Our agreement to provide this consultation is subject to a check for any conflicts of interest. If a conflict is discovered, we will notify you immediately and may be unable to proceed with the consultation.

5. Termination

You may terminate this engagement at any time for any reason. The clinic also reserves the right to withdraw from this engagement as permitted by the rules of professional conduct.

Please sign and return this letter to indicate your understanding and acceptance of these terms.

Sincerely,

[Attorney/Clinic Director Name]

[Legal Clinic Name]

Acknowledgment and Agreement

I have read this letter and agree to the terms of engagement described above.

Signature: _____ Date: _____