

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Limited Scope Representation Engagement Letter - Document Review

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") for the limited purpose of legal document review. This agreement outlines the terms and scope of this representation.

1. Scope of Services

The Client is engaging the Firm for the limited purpose of reviewing the following document(s): [Name/Description of Documents, e.g., Employment Agreement, Commercial Lease]. The Firm's services are limited to:

- Reviewing the provided documents for legal implications.
- Providing a [written/verbal] summary of findings and recommendations.
- Suggesting specific revisions or amendments to the document text.

2. Limitations of Representation

This is a **Limited Scope Representation**. The Firm is not being retained to:

- Represent the Client in any litigation or administrative proceedings.
- Negotiate directly with third parties on the Client's behalf.
- Conduct independent factual investigations or due diligence beyond the provided documents.
- Monitor future deadlines or changes in the law after the delivery of the review.

3. Fees and Expenses

The Client agrees to pay a [Flat Fee of \$_____ / Hourly Rate of \$_____ per hour] for these services. Payment is due [upon signing this agreement / upon delivery of the review]. Any additional work requested outside the scope defined in Section 1 will require a new engagement agreement.

4. Confidentiality

The Firm will maintain the confidentiality of all information provided by the Client in accordance with the rules of professional conduct. The attorney-client privilege applies to this limited engagement.

5. Termination of Representation

The attorney-client relationship will conclude automatically upon the delivery of the final

comments or the completion of the document review described above. Either party may terminate this agreement at any time upon written notice.

6. Client Acknowledgment

By signing below, the Client acknowledges that they understand the limited nature of this representation and agree that the Firm is not responsible for any legal matters beyond the specific documents listed in Section 1.

Sincerely,

[Attorney Name]

[Law Firm Name]

ACCEPTED AND AGREED:

[Client Name]

[Date]