

[Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

## **Re: Scope of Legal Representation and Counsel**

Dear [Client Name],

This letter confirms the terms and scope of the legal services that [Law Firm Name] will provide to you. It is important that we have a clear understanding of the specific matters for which we have been retained.

### **1. Scope of Representation**

Our firm has been engaged to represent you specifically regarding the following matter:  
[Insert detailed description of the legal matter, e.g., "The defense of a civil lawsuit filed by X Corp regarding contract dispute Y"].

### **2. Limitations of Scope**

Our representation is limited to the matter described above. Unless otherwise agreed to in writing, our services do not include:

- Appeals of any judgment or order.
- Representation in unrelated litigation or administrative proceedings.
- Tax advice or financial planning.
- [Insert other specific exclusions].

### **3. Responsibilities of the Firm**

The firm will provide legal counsel, conduct necessary factual investigations, perform legal research, and represent your interests in negotiations or court proceedings related to the Scope of Representation defined above. We will keep you informed of the progress of your case and consult with you on major decisions.

### **4. Responsibilities of the Client**

To provide effective representation, we require your full cooperation. You agree to:

- Provide complete and truthful information and documents.
- Promptly respond to our inquiries.
- Notify us immediately of any changes in your contact information or circumstances related to the case.

## **5. Termination of Representation**

You have the right to terminate our representation at any time. The firm also reserves the right to withdraw from representation as permitted or required by the rules of professional conduct. Upon termination, you remain responsible for all fees and costs incurred up to that date.

Please sign and return a copy of this letter to indicate your agreement with the scope of representation as outlined above.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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### **Acknowledgment and Agreement:**

I have read and understand the scope of representation described in this letter and agree to the terms set forth herein.

\_\_\_\_\_  
[Client Signature]

Date: \_\_\_\_\_