

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

[Date]

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

Re: Limited Scope Representation Agreement

Dear [Client Name],

This letter confirms that [Law Firm Name] ("Attorney") agrees to represent you ("Client") on a limited scope basis regarding [Description of Specific Legal Matter].

1. Scope of Services

Attorney will perform only the following specific tasks:

[Insert specific tasks, e.g., Reviewing a contract, attending one mediation, or drafting a specific motion].

2. Services Excluded

Attorney will not provide any services beyond those listed above. Specifically, Attorney will NOT:

- Represent Client in court proceedings (unless specifically listed above).
- Conduct discovery or investigations.
- Monitor deadlines or provide ongoing legal advice after the tasks are completed.

3. Fees and Expenses

Client agrees to pay a fee of \$[Amount] for these services. Payment is due [on/before Date or Event]. Client is also responsible for out-of-pocket expenses such as filing fees or service of process fees.

4. Client Responsibilities

Client remains responsible for all other aspects of the legal matter. Client must provide Attorney with all necessary documents and information in a timely manner. Client is responsible for meeting all court deadlines for tasks not handled by Attorney.

5. Termination of Representation

The attorney-client relationship will automatically terminate upon completion of the specific tasks listed in Section 1. No further notice of withdrawal is required.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Signature]

Acknowledgment

I have read this letter and understand that the legal services are limited to the tasks specified above. I agree to these terms.

[Client Signature]

[Date]