

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Limited Scope Representation - Contract Negotiation for [Project/Contract Name]

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] will provide legal services to you regarding the negotiation of [Name of Contract].

1. Scope of Services

Our representation is limited specifically to the following tasks:

- Reviewing the initial draft of [Contract Name].
- Providing legal advice regarding the terms and conditions of said contract.
- Negotiating specific provisions related to [List specific areas, e.g., Indemnification, Payment Terms, IP Rights].
- Drafting revisions or addenda as necessary.

2. Excluded Services

This is a "limited scope" engagement. We are not responsible for:

- Tax advice or implications of the contract.
- Litigation or dispute resolution arising from this contract.
- Monitoring deadlines or renewals after the contract is signed.
- Any other legal matters not specifically listed in Section 1.

3. Fees and Billing

Our services will be billed as follows: [Insert Hourly Rate or Flat Fee]. You will also be responsible for out-of-pocket expenses such as filing fees or delivery charges. Invoices are due within [Number] days of receipt.

4. Termination of Representation

Our attorney-client relationship will conclude automatically upon the execution of the final contract or when the negotiations reach a final resolution, whichever occurs first.

5. Client Cooperation

You agree to provide all necessary documentation and information promptly to ensure effective negotiation.

Please sign and return a copy of this letter to indicate your agreement with these terms.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

[Client Name]
Date: _____