

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Limited Scope Engagement Letter for Settlement Negotiations

Dear [Client Name],

This letter sets forth the agreement between [Law Firm Name] ("Attorney") and [Client Name] ("Client") regarding the legal services to be provided.

1. Scope of Representation

The Client is hiring the Attorney for the limited purpose of representing the Client in settlement negotiations regarding [Description of Dispute/Claim]. The Attorney's services are limited to:

- Reviewing relevant documents provided by the Client.
- Advising the Client on settlement strategy and potential outcomes.
- Communicating and negotiating with [Opposing Party Name] or their counsel.
- Drafting or reviewing a final settlement agreement.

2. Services Specifically Excluded

The Attorney will NOT provide the following services:

- Conducting formal discovery (depositions, interrogatories, etc.).
- Representing the Client in court or at trial.
- Filing motions or pleadings with the court.
- Representing the Client in any appeals.

3. Legal Fees and Costs

The Client agrees to pay the following for the services described above:

[Insert Fee Structure: e.g., Flat Fee of \$X, Hourly Rate of \$X, or Contingency %].

The Client shall also be responsible for out-of-pocket costs such as filing fees or postage.

4. Client Obligations

The Client agrees to provide all relevant information and documents promptly and to be available for consultation. The Client retains final authority to accept or reject any settlement offer.

5. Termination of Representation

The Attorney-Client relationship will terminate automatically upon the execution of a settlement agreement or upon written notice by either party. Once the limited scope services are complete, the Attorney has no further obligation to the Client unless a new written agreement is signed.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

CLIENT AGREEMENT AND ACCEPTANCE

I have read this letter and understand the limitations of the representation. I agree to the terms and conditions set forth above.

Signature: _____ Date: _____