

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Clarification of Scope of Legal Representation

Dear [Client Name],

This letter serves to formally clarify and confirm the specific scope of the legal services [Law Firm Name] is providing to you regarding [Specific Matter/Case Name].

Included Services:

Our representation is strictly limited to the following tasks:

- [Service 1]
- [Service 2]
- [Service 3]

Excluded Services:

For the avoidance of doubt, our current engagement does NOT include:

- [Excluded Task 1, e.g., Tax advice]
- [Excluded Task 2, e.g., Appeals]
- [Excluded Task 3, e.g., Related litigation in other jurisdictions]

If you require legal assistance regarding matters outside the "Included Services" listed above, a separate written engagement agreement must be executed. Unless and until such an agreement is signed, you should not assume we are representing your interests in those areas.

Please contact us immediately if your understanding of our representation differs from what is outlined here. We look forward to continuing our work on your behalf.

Sincerely,

[Attorney Name]

[Law Firm Name]

Acknowledgment

I, [Client Name], have read and understand the scope of representation as defined above.

Signature: _____ Date: _____