

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

[Date]

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

Re: Engagement for Limited Scope Document Review

Dear [Client Name],

This letter confirms that you have retained [Law Firm Name] ("Attorney") for the limited purpose of performing a document review. This is an "unbundled" legal service, meaning the Attorney's involvement is restricted to the specific tasks listed below.

1. Scope of Services

The Attorney agrees to review the following document(s): [List specific documents, e.g., Employment Contract, Commercial Lease, Separation Agreement]. The Attorney will provide a summary of legal risks and suggestions for revisions.

2. Services Not Provided

The Attorney is NOT representing you in court, participating in negotiations with third parties, filing documents with any government agency, or performing ongoing legal monitoring. This engagement ends automatically once the final review comments are delivered.

3. Client Responsibilities

You agree to provide all necessary documents and background information in a timely manner. You acknowledge that the Attorney's advice is based solely on the information you provide.

4. Fees and Costs

The fee for this limited service is a flat fee of \$[Amount]. This fee is due [immediately / prior to delivery of work].

5. No Ongoing Attorney-Client Relationship

After the delivery of the reviewed document(s), the attorney-client relationship will terminate. Any future legal needs will require a new, signed engagement letter.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

[Client Name]

Date: _____