

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

[Date]

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

RE: Limited Scope Engagement - Legal Advice Only

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to provide limited scope legal services. This is an "unbundled" legal service agreement, meaning our representation is strictly limited to the specific tasks described below.

1. Scope of Services

The Attorney agrees to provide legal advice regarding: [Insert specific legal issue or question, e.g., interpretation of a specific contract clause, summary of rights regarding a landlord dispute].

2. Services NOT Provided

The Attorney will NOT perform any services outside the scope defined above. Specifically, the Attorney will not:

- Represent you in court or at any administrative hearing.
- File any documents with a court or government agency.
- Conduct discovery or investigations.
- Negotiate with opposing parties.
- Review or draft any documents not specifically mentioned in Section 1.

3. Termination of Representation

The Attorney-Client relationship will automatically terminate once the specific advice described in Section 1 has been delivered. No further action will be taken by the Attorney after that time unless a new, written engagement letter is signed.

4. Fees and Costs

For the limited services described above, you agree to pay: \$[Amount] as a flat fee / \$[Amount] per hour. [Include details on payment due dates].

5. Client Responsibilities

You agree to provide all necessary facts and documents accurately and promptly. Because this is limited advice, the Attorney's conclusions are based solely on the information you provide.

6. Acknowledgment

By signing below, you acknowledge that you understand the limited nature of this representation and that you are responsible for all other aspects of your legal matter.

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Agreement:

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

[Client Signature]

[Date]