

[Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: LIMITED SCOPE REPRESENTATION AGREEMENT - DEMAND LETTER DRAFTING

Dear [Client Name],

This letter confirms that [Law Firm Name] ("Attorney") has been retained by [Client Name] ("Client") for the limited purpose of drafting a demand letter regarding [Brief Description of Dispute, e.g., unpaid invoice dated 01/01/2023].

1. Scope of Services

The Attorney's services are strictly limited to:

- Reviewing documents provided by the Client relevant to the claim.
- Drafting one (1) demand letter to [Name of Opposing Party].
- [Optional: Sending the letter via Certified Mail/Email].

Attorney will not provide any other services, including but not limited to, filing a lawsuit, engaging in ongoing negotiations, or representing the Client in court.

2. Limited Engagement

This is a "Limited Scope" engagement. The Attorney-Client relationship will automatically terminate upon the delivery or mailing of the demand letter. Any further legal assistance will require a new, written engagement agreement.

3. Fees and Expenses

Client agrees to pay a flat fee of \$[Amount] for this service. This fee is due [Select one: upfront / upon completion]. Client is also responsible for out-of-pocket costs such as postage or delivery fees.

4. Client Responsibilities

Client agrees to provide all necessary information and documents accurately and promptly. Attorney will rely on the information provided by the Client without independent verification.

5. No Guarantee of Outcome

Attorney makes no guarantees regarding the response to the demand letter or the ultimate success of the Client's claim.

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

Sincerely,

[Attorney Name]

[Law Firm Name]

ACKNOWLEDGED AND AGREED:

[Client Name]

Date: _____