[Date]

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

RE: Engagement for Immigration Legal Services

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] has been retained to represent you regarding [Description of Immigration Matter, e.g., H-1B Visa Petition / Adjustment of Status].

Scope of Services
We will provide legal advice, prepare necessary documentation, and represent you before the relevant immigration authorities for the matter identified above. This agreement does not cover appeals or litigation unless specified in writing.

Hourly Rate and Billing
Services will be billed on an hourly basis. Our current hourly rates are as follows:

- Attorneys: $[Amount] per hour
- Paralegals/Legal Assistants: $[Amount] per hour

You will be billed in increments of [e.g., 1/10th] of an hour. Invoices will be sent monthly and are due within [Number] days of receipt.

Costs and Expenses
In addition to professional fees, you are responsible for all out-of-pocket expenses, including but not limited to:

- USCIS filing fees
- Courier and postage charges
- Translation and evaluation services
- Photocopying and travel expenses

Retainer
We require an initial retainer of $[Amount] before work commences. This amount will be held in our trust account and applied toward your future invoices.

Termination
You may terminate this representation at any time. We may also withdraw from representation, subject to ethical rules, if fees are not paid or if a conflict of interest arises.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Firm Name]

Acknowledge and Agreed:

_____
[Client Name]
Date: _____