

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

RE: Engagement Letter for Limited Scope Legal Services - Contract Preparation

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") for the limited purpose of preparing a contract regarding [Brief Description of Subject Matter].

1. Limited Scope of Representation

The Client is hiring the Firm for "unbundled" legal services. This means the Firm's representation is strictly limited to the following tasks:

- Drafting a [Type of Contract, e.g., Independent Contractor Agreement].
- One round of revisions based on Client feedback.

2. Services NOT Provided

The Firm will NOT perform the following services:

- Negotiating with the other party.
- Filing or recording the document with any government agency.
- Monitoring deadlines or future performance of the contract.
- Providing tax advice or general business consulting.

3. Fees and Expenses

The Client agrees to pay a flat fee of \$[Amount] for these services. This fee is due [immediately / upon delivery of the first draft]. Any additional work requested outside this scope will require a new written agreement.

4. Client Responsibilities

The Client agrees to provide all necessary information, names of parties, and specific terms required to draft the document. The Firm will rely on the accuracy of the information provided by the Client without independent verification.

5. Termination of Representation

The attorney-client relationship will automatically terminate upon the delivery of the final version of the contract to the Client. No further notice of withdrawal will be provided.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

[Client Signature]

[Date]