

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Limited Scope Mediation Support Services

Dear [Client Name],

This letter confirms the terms upon which [Law Firm/Consultant Name] ("we" or "us") will provide limited scope mediation support services to you ("Client") regarding [Brief Description of Dispute/Matter].

1. Scope of Services

Our representation is limited specifically to mediation support. We will perform only the following tasks:

- Reviewing specific documents related to the mediation.
- Assisting in the preparation of a mediation brief or statement.
- Advising on negotiation strategies and settlement options.
- [Optional: Attending the mediation session scheduled for [Date]].

We will not provide full legal representation, file court documents, or represent you in any litigation or trial proceedings outside of this specific mediation process.

2. Client Responsibilities

You agree to provide all relevant information, documents, and facts necessary for us to provide these services. You remain responsible for all final decisions regarding settlement and the management of any related litigation not covered by this agreement.

3. Fees and Expenses

The fee for these limited services will be:

- [Fixed Fee of \$_____] OR [Hourly Rate of \$_____ per hour].
- A retainer of \$_____ is required before work commences.

You are responsible for paying any third-party mediation fees or administrative costs directly to the mediator or provider.

4. Termination

Either party may terminate this agreement at any time upon written notice. Our professional relationship will automatically conclude upon the completion of the mediation session or the delivery of the final work product described in Section 1.

5. Acknowledgment

By signing below, you acknowledge that you understand the limited nature of this engagement and that no other legal services are being provided.

Sincerely,

[Your Name/Firm Name]

Agreed and Accepted:

[Client Signature]

Date: _____