

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

[Date]

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

RE: Limited Scope Engagement - Settlement Negotiation Services

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will provide legal services to you regarding [Description of Dispute/Claim].

1. Scope of Representation

The Firm's representation is limited strictly to negotiating a potential settlement with [Opposing Party Name]. This engagement does not include filing a lawsuit, conducting formal discovery, or representing you in court or arbitration. Our services will conclude upon either the execution of a settlement agreement or the termination of negotiations by either party.

2. Fees and Costs

Our fee for this limited engagement will be [Fixed Fee Amount / Hourly Rate]. In addition to legal fees, you agree to reimburse the Firm for any out-of-pocket costs incurred, such as filing fees or postage. A retainer of \$[Amount] is required before work commences.

3. Client Responsibilities

You agree to provide all necessary documentation, respond promptly to communications, and notify the Firm of any changes in your contact information. You retain the final authority to accept or reject any settlement offer.

4. Termination

Either party may terminate this agreement at any time upon written notice. If the engagement is terminated, you remain responsible for fees and costs incurred up to the date of termination.

5. Acknowledgment

By signing below, you acknowledge that you understand the limited nature of this representation and agree to the terms outlined above.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

[Client Name]

Date: _____