[Date]

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

Re: Engagement for Legal Services - Bankruptcy Representation

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained to represent you in connection with [Chapter 7 / Chapter 11 / Chapter 13] bankruptcy proceedings. This document outlines the terms of our representation.

1. Scope of Services
The Firm will provide legal counsel including the preparation and filing of your bankruptcy petition, schedules, and statements; representation at the Meeting of Creditors (341 meeting); and general negotiations with the Trustee and creditors. This agreement does not include adversary proceedings or appeals unless a separate agreement is signed.

2. Hourly Rates
Legal services will be billed on a standard hourly basis. Our current rates are as follows:

- Partners: $[Amount] per hour
- Associates: $[Amount] per hour
- Paralegals: $[Amount] per hour

Time is billed in increments of [e.g., 0.1 hours].

3. Retainer and Costs
An initial retainer of $[Amount] is required before work commences. This retainer will be held in a trust account and applied toward our hourly fees and out-of-pocket costs. Costs such as court filing fees, credit report fees, and postage are the responsibility of the Client and will be billed separately or deducted from the retainer.

4. Billing and Payment
Invoices will be sent monthly. Payment is due within [Number] days of the invoice date. If the retainer is exhausted, you agree to replenish it or pay invoices promptly to ensure continued representation.

5. Client Responsibilities
You agree to provide full and honest disclosure of all assets, debts, income, and financial transactions. Failure to provide accurate information may result in the dismissal of your case or criminal penalties.

6. Termination of Services
You may terminate this representation at any time. The Firm may withdraw from representation as permitted under professional conduct rules, including for non-payment of fees or lack of cooperation.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Client Acceptance

I have read, understood, and agree to the terms set forth above.

Signature: _____ Date: _____