

# Engagement Letter

[Your Law Firm's Name]

[Your Law Firm's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

## Re: Engagement for Legal Consultation

Dear [Client's Name],

We are pleased to confirm our engagement to provide legal consultation to you regarding [brief description of the legal matter]. This letter sets forth the terms of our engagement.

### Scope of Services

We will provide legal advice and consultation related to [specific services and issues to be addressed].

### Fees and Billing

Our fees for the services will be based on [hourly rate or flat fee], and we will bill you monthly. In addition, you will be responsible for all out-of-pocket expenses incurred during our representation.

### Confidentiality

We will maintain the confidentiality of all information we receive from you in connection with this engagement.

### Termination of Services

You have the right to terminate our services at any time, and we may terminate our representation with appropriate notice.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for choosing [Your Law Firm's Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]

**Acceptance of Terms**

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[Client's Signature] Date: \_\_\_\_\_