

Proposal for Legal Services

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to submit our proposal for legal services pertaining to the review and negotiation of contracts. Our firm, [Your Firm's Name], is dedicated to providing exceptional legal assistance tailored to meet your specific needs.

Scope of Services

- Review of existing contracts
- Identification of potential risks and liabilities
- Negotiation of contract terms
- Preparation of amendments and new agreements
- Consultation and ongoing support

Proposed Timeline

We anticipate that the initial contract review will take approximately [Insert Timeframe] and we will work promptly to facilitate timely negotiations thereafter.

Fees

Our legal fees for the described services will be [Insert Fee Structure]. A detailed breakdown of our fee structure can be provided upon request.

Conclusion

We appreciate the opportunity to work with you and look forward to your favorable response. Should you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for considering [Your Firm's Name] for your legal needs.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Contact Information]
[Your Firm's Website]