

Legal Representation Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your legal representatives concerning matters related to intellectual property. This letter outlines the terms of our representation.

Scope of Engagement

Our office will provide legal services including, but not limited to, the following:

- Advising on intellectual property rights
- Drafting and filing patent, trademark, and copyright applications
- Conducting searches and analyzing results
- Representation in disputes related to intellectual property

Fees and Expenses

Our fees for legal services are based on [insert fee structure, e.g., hourly rate, flat fee]. You will be billed for expenses incurred, which may include filing fees, research costs, and other related expenses.

Confidentiality

We will maintain the confidentiality of all information shared in the scope of this engagement to the fullest extent permitted by law.

Acceptance of Terms

If you agree with the terms outlined in this letter, please sign and return a copy to our office.

We look forward to working with you on this matter.

Sincerely,

[Your Name]

[Your Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Accepted and Agreed:

[Client's Name]

Date: _____