

Legal Representation Retention Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Retention of Legal Representation

We are pleased to confirm that [Law Firm/Attorney's Name], located at [Law Firm/Attorney's Address], will represent [Corporate Entity Name], a corporation organized under the laws of [State]. This letter serves as our formal agreement regarding the scope of your legal representation.

- 1. Scope of Services:** We will provide legal services in connection with [briefly describe the legal matters, e.g., business formations, contracts, compliance, etc.].
- 2. Fees:** Our fees will be based on [describe fee structure, e.g., hourly rates, flat fees, etc.]. A retainer of [insert amount] is required prior to the commencement of work.
- 3. Term:** This agreement will remain in effect until terminated by either party in writing.

Please indicate your acceptance of this engagement by signing below and returning a copy of this letter.

We look forward to working with you.

Sincerely,

[Lawyer's Name]

[Law Firm's Name]

[Law Firm's Address]

[Contact Information]

Accepted and agreed by:

[Client's Name]

[Title, if applicable]

[Corporate Entity Name]

Date: _____