

Legal Representation Acceptance Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Firm/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Client's Name],

We are pleased to inform you that we accept your engagement for legal representation regarding the business dispute concerning [briefly describe the dispute]. This letter serves to confirm our understanding of the terms of our agreement.

Scope of Representation:

We will represent you in [briefly outline scope, e.g., negotiations, litigation, etc.].

Fees and Payment:

Our fee structure will be as follows: [insert details about fees, retainer, etc.].

Please review this letter and sign below to indicate your acceptance of our representation and the terms outlined herein.

Sincerely,

[Your Name]
[Your Title]

[Client's Name] [Date]