

Letter of Acceptance of Legal Representation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

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

Subject: Acceptance of Legal Representation

Dear [Client's Name],

I am writing to formally accept the offer of representation in your civil litigation matter. I appreciate your trust in me to handle your case, and I am committed to providing you with competent and diligent representation.

This letter outlines our agreement regarding my legal services:

- **Scope of Representation:** My representation will encompass [briefly describe the matters to be handled].
- **Fees:** My fees will be based on [explain fee structure, e.g., hourly rate, flat fee, retainer].
- **Expenses:** You are responsible for any out-of-pocket expenses incurred during the course of representation.

Please sign and return a copy of this letter to confirm your acceptance of these terms and our attorney-client relationship.

Thank you for this opportunity. I look forward to working with you to achieve a favorable outcome.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Law Firm's Name]

Client's Signature:

Date: