

# Letter of Acceptance of Legal Representation

Date: [Insert Date]

[Your 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],

I am writing to formally accept the representation for the purpose of contract negotiations on your behalf, as discussed. I appreciate the trust you have placed in me and my firm.

Please find attached the retainer agreement for your review. Once signed, we can commence with the negotiations.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you, and I look forward to working with you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Firm's Name]  
[Firm's Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]