

Letter of Acceptance of Legal Representation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that we have accepted your request for legal representation in your estate planning matters. Our firm is committed to providing you with the utmost care and dedication in ensuring that your estate planning needs are met effectively.

We will begin by scheduling a consultation at your earliest convenience to discuss your specific goals and requirements. Please feel free to reach out to our office to set up a suitable date and time.

Enclosed with this letter are our terms of engagement, which outline the scope of our services and associated fees. Kindly review and sign the document to confirm your acceptance.

Thank you for entrusting us with this important task. We look forward to working with you.

Sincerely,

[Your Full Name]

[Your Position]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]