

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 confirm our acceptance of your case for legal representation regarding your personal injury claim resulting from [brief description of incident].

We will diligently work to protect your interests and ensure that you receive the compensation you deserve. Our firm will undertake the necessary steps to investigate the incident, gather evidence, and negotiate with the insurance companies on your behalf.

Please find enclosed our retainer agreement outlining the terms of representation and fee structure. Kindly sign and return the agreement at your earliest convenience to formally commence our engagement.

If you have any questions or require further clarification, do not hesitate to contact our office.

Thank you for entrusting us with your legal needs. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]

[Law Firm Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]