

Attorney Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your legal counsel in connection with [brief description of the matter]. This letter outlines the terms of our relationship.

Scope of Engagement

We will provide legal services in the following areas: [list the specific services to be provided].

Fees and Billing

Our fees are based on [hourly rate, flat fee, etc.]. You will receive periodic invoices detailing the work performed and associated costs.

Retainer

A retainer of [amount] is required to begin work on your case.

Confidentiality

Our communication will remain confidential in accordance with applicable laws and ethical obligations.

Conclusion

Please sign and return a copy of this letter to confirm your acceptance of these terms. We look forward to working with you.

Sincerely,

[Attorney's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Accepted and Agreed:

[Client's Signature] [Date]