

Letter of Engagement for Legal Counsel

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Attorney's Name]
[Law Firm's Name]
[Law Firm's Address]
[City, State, Zip Code]

Dear [Attorney's Name],

We are pleased to inform you that [Your Company] would like to formally engage your services as our legal counsel. This letter outlines the terms of our engagement and expectations from both parties.

Scope of Services

You will provide legal advice and representation in matters related to [specific areas of law, e.g., corporate, intellectual property, employment].

Fees and Payment Terms

Your fees will be based on [hourly rate or flat fee], payable on a [monthly/quarterly] basis.

Term and Termination

This engagement is effective as of [start date] and shall continue until either party provides [insert notice period] notice of termination.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for your assistance. We look forward to working with you.

Sincerely,

[Your Name]
[Your Position]
[Your Company]

[Attorney's Name]

[Date]