

# Letter of Offer for Civil Representation

Date: [Insert Date]

[Your Name]  
[Your Street Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Street Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally offer my services as your legal representative in the civil matter concerning [briefly describe the case or issue]. With my background in [mention qualifications or experiences relevant to the case], I am confident in my ability to provide you with the representation and support you require.

My approach includes:

- Comprehensive analysis of your case
- Strategic planning and execution for the best outcome
- Regular updates on progress and any developments

The fee for my services will be [insert fee structure or hourly rate], and I am open to discussing a payment plan that works for you.

If you are interested in proceeding, please do not hesitate to contact me at your earliest convenience. I look forward to the opportunity to work together to resolve your legal matter successfully.

Thank you for considering my offer.

Sincerely,

[Your Name]  
[Your Title/Designation]  
[Your Law Firm Name, if applicable]