

Client Engagement Letter

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide legal services to you in connection with [brief description of legal matter]. This letter sets forth the terms and conditions of our engagement, including the scope of our work, our fees, and other relevant details.

Scope of Engagement

We will provide legal services related to [specific services to be provided]. Our responsibilities will include [list specific tasks].

Fees and Billing

Our fees for the services provided will be based on [hourly rates/flat fee/contingency fee]. We will bill you on a [monthly/quarterly] basis, and payment is due [upon receipt/within 30 days].

Confidentiality

We assure you that all information shared with us will be kept confidential in accordance with applicable laws.

Termination of Engagement

Either party may terminate this engagement at any time by providing written notice to the other party.

Please sign and return one copy of this letter to indicate your acceptance of the terms of our engagement.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Law Firm Name]

[Contact Information]

Agreed and Accepted:

[Client Signature] _____

[Date]