

Comprehensive Legal Services Retainer Agreement

Date: [Insert Date]

Client Name: [Client's Name]

Address: [Client's Address]

City, State, Zip: [City, State, Zip]

RE: Legal Services Retainer

Dear [Client's Name],

Thank you for choosing [Law Firm Name] to represent you in your legal matters. This letter serves as our retainer agreement outlining the terms and conditions under which we will provide legal services to you.

1. Scope of Services

We will provide legal services as requested by you, including but not limited to [list specific services].

2. Retainer Fee

You agree to pay a retainer fee of [amount] which will be applied against future legal services rendered.

3. Billing

Services will be billed on an hourly basis at the rate of [hourly rate], and you will receive a statement detailing services rendered.

4. Termination

You may terminate this agreement at any time by providing written notice to [Law Firm Name].

If you agree to the above terms, please sign and return a copy of this letter.

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

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]
[Contact Information]

[Client's Name]

Date: _____