

Engagement Letter for Legal Representation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to represent you in connection with [Brief Description of the Matter]. This letter outlines the terms of our engagement.

1. Scope of Services

We will provide legal services regarding [Specify Details]. Our representation will commence upon your acceptance of this letter.

2. Fees and Expenses

Our fees for this representation will be based on [Hourly Rate/Flat Fee]. You will also be responsible for any out-of-pocket expenses incurred in connection with the matter.

3. Confidentiality

We will maintain the confidentiality of all information you provide to us in connection with this engagement.

4. Termination

You may terminate our representation at any time by notifying us in writing. We may also withdraw with notice for valid reasons.

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

Sincerely,

[Your Name]

[Your Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]

Accepted and Agreed:

[Client's Name]