

Initial Retainer Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Address: [Insert Client Address]

Dear [Client Name],

This letter serves as an agreement regarding the initial retainer for legal assistance concerning [Insert Case/Legal Matter]. We appreciate your trust in our services and look forward to representing you.

1. Scope of Services

Our legal services will include, but are not limited to, the following: [Insert Description of Services].

2. Retainer Fee

The initial retainer fee is [Insert Amount], which will be applied towards the legal fees incurred for the services rendered.

3. Payment Terms

Payment of the retainer fee is due upon signing this agreement. Any additional fees or expenses will be communicated in advance.

4. Termination

Either party may terminate this agreement in writing. The retainer will be refunded based on the unearned portion, if applicable.

Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Law Firm's Name]

[Your Contact Information]

Acceptance

I, [Client Name], hereby accept the terms of this Initial Retainer Agreement.

Signature: _____

Date: _____