

Retainer Agreement for Legal Services

Date: _____

Client Name: _____

Client Address: _____

Dear [Client Name],

This letter serves as a Retainer Agreement between [Law Firm Name] ("Attorney") and [Client Name] ("Client"). The purpose of this agreement is to outline the terms under which Attorney will provide legal services to Client.

1. Scope of Services

The Attorney agrees to provide legal services relating to [describe the specific area of law or services].

2. Retainer Fee

The Client agrees to pay a retainer fee of \$_____ to secure the Attorney's services. This fee will be applied towards future billable hours.

3. Billing and Payment

The Attorney will bill the Client at an hourly rate of \$_____. Invoices will be issued [monthly/ bi-weekly], and payment is due upon receipt.

4. Termination

Either party may terminate this agreement at any time by providing written notice to the other party. Upon termination, any unused retainer amounts will be refunded to the Client.

5. Governing Law

This Agreement shall be governed by the laws of the State of [State].

Please indicate your acceptance of this Retainer Agreement by signing below.

Sincerely,

[Attorney's Name]

[Law Firm Name]

[Law Firm Address]

Client Signature: _____ Date: _____

Attorney Signature: _____ Date: _____