

Engagement Letter for Legal Consultation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your legal counsel for [brief description of the matter, e.g., "the upcoming legal consultation regarding your employment contract"]. Our team is committed to providing you with high-quality legal services and ensuring that your interests are protected.

Scope of Engagement:

- Provide legal advice on [specific issues]
- Review relevant documents
- Represent you in discussions or negotiations

Our fees for this engagement will be [detail fee structure, e.g., hourly rate or flat fee]. Please note that additional costs, such as court fees and administrative expenses, may apply.

If you agree to the terms outlined here, please sign below and return this letter to us at your earliest convenience.

Sincerely,

[Your Name]

[Your Law Firm's Name]

[Your Contact Information]

Agreed and Accepted:

[Client's Name]

Date: _____