

# Consultancy Service Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your legal assistance needs. This letter serves as confirmation of our consultancy services regarding [specific issue or area of law].

Scope of Services:

- Initial consultation to discuss your legal situation.
- Review of relevant documents and evidence.
- Provision of legal advice and strategies.

Our fees for these services are [insert fee structure]. Payment is due [insert payment terms].

Please sign and return a copy of this letter to confirm your acceptance of our terms.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Accepted and Agreed:

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[Client's Name]

Date: \_\_\_\_\_