

Engagement Letter

Date: [Insert Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide legal services to you in connection with [brief description of the matter]. This letter outlines the terms and scope of our engagement.

Scope of Services

Our services will include but are not limited to:

- [Detail specific legal services to be provided]
- [Detail any additional services]

Fees and Billing

Our fees for these services will be based on [explain the fee structure, e.g., hourly rates, flat fees]. You will receive invoices detailing the services rendered and the associated costs.

Confidentiality

We will maintain the confidentiality of all information you provide to us in accordance with applicable laws and regulations.

Governing Law

This engagement shall be governed by the laws of [Specify Jurisdiction].

Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]
[Your Firm Address]
[City, State, Zip Code]

Agreed and Accepted:

[Client Name]

Date: _____