

Engagement Letter

Date: [Insert Date]

[Attorney's Name]

[Law Firm's Name]

[Address]

[City, State, Zip Code]

Dear [Attorney's Name],

We are pleased to engage your services as an out-of-state attorney for [specific legal matter or case name]. This letter outlines the scope of our engagement, your responsibilities, and our expectations.

Scope of Representation

Your representation will include providing legal advice and services related to [describe the nature of the work]. We expect your expertise in [mention any specific legal area or jurisdiction] to benefit our case.

Compensation

Your fees for these services will be [specify fee structure, e.g., hourly rate, flat fee]. Please submit invoices on a [monthly/quarterly] basis.

Confidentiality

Both parties agree to maintain confidentiality regarding all matters related to this engagement.

Termination

This engagement may be terminated by either party upon written notice.

If you agree to the terms outlined above, please sign and return a copy of this letter at your earliest convenience.

Thank you for your assistance. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Contact Information]

Agreed and Accepted:

[Attorney's Name]

Date: _____