

Client Legal Representation Letter

[Your Law Firm's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to confirm that I have agreed to represent you in your legal matter concerning [brief description of the matter]. This letter outlines the terms of our representation.

Scope of Representation:

I will represent you in [detail the specific legal services to be provided].

Legal Fees:

My hourly rate is [insert rate], and I will require a retainer fee of [insert amount]. Additional costs may apply as necessary.

Confidentiality:

All communications between us will remain confidential as per attorney-client privilege.

If you agree to the terms laid out in this letter, please sign below and return a copy to my office.

Thank you for trusting me with your legal representation.

Sincerely,

[Your Name]

[Your Title]

Client Signature: _____

Date: _____