

Law Firm Name

Address Line 1

Address Line 2

City, State, Zip Code

Phone Number

Email Address

Date: [Insert Date]

[Client's Name]

[Client's Address Line 1]

[Client's Address Line 2]

[Client's City, State, Zip Code]

Subject: Confirmation of Legal Representation

Dear [Client's Name],

We are pleased to confirm our representation of you in the matter of [brief description of the matter]. This letter serves to confirm that you have retained our law firm to represent you in this matter and that we will act in your best interests.

Please be aware that our legal fees are based on [describe fee structure, e.g., hourly rates, flat fees, etc.]. A retainer of [amount] is required to begin work on your case.

We appreciate your trust in our firm and look forward to working together. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for choosing [Law Firm Name].

Sincerely,

[Attorney's Name]

[Title]

[Law Firm Name]