

# Legal Assistance Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm that we have agreed to provide you with legal assistance regarding [brief description of the legal matter]. Our office will represent you in this matter and ensure that your legal rights are protected.

Please find enclosed our engagement letter and terms of service for your review. Should you have any questions or require further information, do not hesitate to contact us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm/Organization]