

Appointment of Legal Counsel

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that we have formally appointed you as our legal counsel effective immediately. In this role, you will advise us on legal matters, represent us in negotiations, and provide guidance on compliance with applicable laws and regulations.

Your primary responsibilities will include, but are not limited to:

- Providing legal advice on [specific matters]
- Representing our interests in [specific negotiations or cases]
- Ensuring compliance with [applicable laws or regulations]

The terms of your appointment are as follows:

- Compensation: [Specify fee structure]
- Duration: [Specify duration of appointment]

Please confirm your acceptance of this appointment by signing and returning this letter by [insert deadline].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]