

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Client's Name

Client's Address

City, State, Zip Code

Dear [Client's Name],

I am pleased to inform you that I accept the representation of your case regarding [brief description of the case or matter]. This letter serves to confirm our agreement and outline the terms of our engagement.

Scope of Representation:

- [Detail the specific services to be provided]
- [Any limitations or exclusions]

Fees:

My fees for this matter will be based on [describe the fee structure, e.g., hourly rate, flat fee, retainer, etc.]. A retainer of [amount] is required prior to commencing work.

Please review this letter and let me know if you have any questions or concerns. If you agree to the terms outlined, kindly sign the enclosed copy and return it to me.

I look forward to working with you on this matter.

Sincerely,

Your Signature

Your Name

Your Title (if applicable)

Enclosure: [Optional - any documents enclosed]