

# Solicitor Engagement Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement as your solicitors in relation to [describe the matter, e.g., "the purchase of your new property," or "the upcoming court case"]. This letter outlines the terms of our engagement.

## Scope of Engagement

Our services will include, but are not limited to:

- [Service 1]
- [Service 2]
- [Service 3]

## Fees

Our fees will be based on [explain fee structure, e.g., hourly rates, flat fees, etc.]. A detailed breakdown is attached for your review.

## Confidentiality

We assure you that all information shared with us will remain confidential and will be handled in accordance with legal professional standards.

## Contact Information

If you have any queries or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Your Firm's Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]