

Law Firm Name

Address Line 1

Address Line 2

City, State, Zip Code

Email: info@lawfirm.com

Phone: (123) 456-7890

Date: [Insert Date]

[Client's Name]

[Client's Address Line 1]

[Client's Address Line 2]

[Client's City, State, Zip Code]

Subject: Engagement for Legal Representation in Criminal Matter

Dear [Client's Name],

We are pleased to confirm our engagement to represent you in connection with the criminal case identified as [Case Name/Number]. This letter outlines the terms of our engagement and the scope of the services we will provide.

1. Scope of Services

Our representation will include the following:

- Consultation and discussion regarding the charges.
- Preparing necessary legal documents.
- Representing you at hearings and trial.
- Providing legal advice throughout the case.

2. Fees and Payment

Our fee structure is as follows:

- Hourly Rate: \$[Insert Rate]
- Retainer Fee: \$[Insert Fee]

Payment is due upon receipt of the invoice.

3. Client Responsibilities

As our client, you agree to:

- Provide all necessary information and documents.
- Communicate with our office promptly.
- Adhere to instructions regarding the case.

If you agree to the terms outlined in this letter, please sign and date the enclosed copy and return it to us at your earliest convenience.

We look forward to working with you on this matter.

Sincerely,

[Your Name]

[Your Position]

Law Firm Name

Enclosure: Engagement Agreement