

# Engagement Letter for Legal Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide legal services to [Startup Name] in connection with your technology startup. This letter outlines the terms of our engagement.

## Scope of Services

Our representation will primarily include:

- Incorporation and business formation
- Intellectual property protection
- Contract drafting and review
- Compliance with regulatory requirements
- Other necessary legal services as requested.

## Fees and Billing

Our fees will be based on an hourly rate of [Insert Rate], and we will provide you with a monthly invoice detailing the services performed. Any additional costs, such as filing fees or third-party services, will be outlined accordingly.

## Confidentiality

We understand the importance of confidentiality in your business and will maintain the confidentiality of all information shared during the course of our engagement.

If you agree with the terms outlined above, please sign below and return a signed copy of this letter to us.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm Name]

[Your Contact Information]

Agreed and Accepted:

[Client's Signature]

[Date]