

# Confirmation of Engagement

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Counsel's Name]  
[Counsel's Firm Name]  
[Firm's Address]  
[City, State, Zip Code]

Dear [Counsel's Name],

We are pleased to confirm your engagement as legal counsel for [Your Company Name] in relation to our insurance matters. This letter serves to outline the scope of your engagement, the terms of services, and our mutual expectations.

## Scope of Engagement

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

- Reviewing insurance policies and legal documents.
- Advising on claims handling and compliance.
- Representing [Your Company Name] in negotiations with insurance providers.

## Fees and Billing

Your fees will be billed at the rate of [Insert Rate] per hour, with monthly statements to be provided.

## Communication

We expect regular updates on progress and any significant developments related to our case.

Please sign and return a copy of this letter to confirm your acceptance of this engagement.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]

Accepted and agreed to:

\_\_\_\_\_

[Counsel's Name]

Date: \_\_\_\_\_