

Engagement Letter

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement as your legal representatives regarding your insurance matters. This letter outlines the terms of our engagement and the scope of services we will provide.

Scope of Engagement

We will represent you in connection with your insurance claim related to [brief description of the case]. Our services will include, but are not limited to:

- Reviewing relevant documents and insurance policies
- Providing legal advice pertaining to your situation
- Negotiating with insurance companies
- Representing you in any necessary legal proceedings

Fees and Payment

Our legal fees will be billed at [insert hourly rate or flat fee], and additional expenses, if any, will be discussed and approved by you in advance.

Termination

Either party may terminate this agreement in writing at any time. If terminated, you will be responsible for payment for all services rendered up to the date of termination.

If you agree with the terms outlined in this engagement letter, please sign and return a copy to us at your earliest convenience.

Thank you for choosing us as your legal representatives. We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]

[Law Firm Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Agreed and accepted by:

[Client's Name]

Date: _____