

[Your Law Firm's Name]

[Your Law Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Confirmation of Legal Representation

Dear [Client's Name],

We are pleased to confirm our representation of you in connection with your insurance case regarding [brief description of the case]. This letter serves as a formal confirmation of our agreement to provide legal services on your behalf.

As discussed, our firm will assist you with matters including, but not limited to, [list specific legal services]. We will ensure that your rights are protected and that you receive the compensation you are entitled to.

Our fees will be based on [mention your fee structure, e.g., hourly rate, contingency fee, etc.]. A detailed retainer agreement will be provided for your review and signature.

Please feel free to reach out with any questions or concerns you may have. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm's Name]