

# Legal Services Engagement Letter

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 you in connection with [brief description of the matter]. This letter outlines the scope of our services and the terms of our engagement.

## Scope of Services

Our representation will encompass the following: [list specific services to be provided].

## Fees and Billing

Our fees for legal services will be based on [hourly rates, flat fees, contingency, etc.]. You will receive invoices on a [monthly/quarterly] basis. Payment is due upon receipt.

## Confidentiality

We will maintain the confidentiality of all information related to your case in accordance with legal and ethical standards.

## Termination of Services

Either party may terminate this agreement by providing written notice to the other party. Upon termination, you will be responsible for all fees incurred up to the date of termination.

## Acceptance

If the terms of this letter are acceptable, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Law Firm]

[Address]

[City, State, Zip Code]

[Phone Number]  
[Email Address]

Agreed and Accepted:

[Client's Name]  
[Client's Signature]  
[Date]