Form - CLIENT ENGAGEMENT LETTER

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: [Subject]

Dear [Client Name]:

The purpose of this letter is to confirm, based on our conversation on [date], that [insert firm name] will represent you in [describe matter or state cause number]. We will provide the following services: [list services to be provided]. This firm has not been engaged to provide any legal services outside of the above-referenced scope of representation including, [list services that are outside the scope of the representation, including any appeal proceedings (if applicable)].

Enclosed for your review and signature is our firm’s standard Fee Agreement. Our fee is [insert dollars per hour] for services performed by lawyers of this firm [may differentiate between partners and associates] and [insert dollars per hour] for services performed by our non-lawyer staff. You will also be billed for expenses incurred on your behalf, including but not limited to [filing fees, copies, postage, overnight delivery charges, deposition transcripts, online research, mileage, and mediator expenses]. Please see the Fee Agreement for further information and payment terms.

 [We do require that you pay a retainer of (enter dollar amount) before we undertake to do any work on this case on your behalf. (Go into detail to explain any time limits that may be involved in the particular case and how they can be jeopardized if the retainer is not paid prior to the time limit expiring. If the retainer has been paid, acknowledge receipt and indicate monthly bills will be sent for the services incurred which will be deducted from the retainer. If you require additional sums be paid when the retainer dips to a certain dollar amount, set that out here.)]

During the course of our representation, we may require your assistance. Our expectations of you are: [list any expectations regarding responses to requests for information, responsiveness, availability, etc.]. We are, of course, available to assist you and answer any questions you may have.

I have enclosed for your information and records a copy of the initial interview form. If any of the information on this form is incorrect, please notify my assistant, [insert assistant’s name], immediately. If you have any questions about this information or the Fee Agreement, please do not hesitate to give me a call to discuss. We look forward to working with you.

Sincerely,

[Lawyer Signature]

[Firm Name]