

ENGAGEMENT LETTER

Date

Dear *Client Name*:

I want to take this opportunity to personally thank you for selecting me [my firm] to represent you in ***[Specify the matter and specify in detail what work the firm will perform. If there is any work related to the matter which will not be performed, such as handling an appeal, specifically state it.]*** Any other work or additional related work will be the subject of a separate letter.

The fee arrangement, as agreed, will be based on ***[specify whether a flat fee, hourly rate, contingency, or combination. If applicable, specify the hourly rate or rates, or the method of computing the fee percentage in a contingency case.]***

I (our firm) will bill you monthly for all disbursements and any fees due. Disbursements include: ***[Specify all types of expenses applicable to the type case involved, such as copying, postage, long distance expense, court filing fees, court reporter transcript costs, costs of medical records, travel expenses, etc.]*** This list is an attempt to give you an idea of the types of expenses to expect, but it is not exhaustive. Payment is due upon receipt of our invoice, unless the invoice indicates otherwise. Failure to make timely payments may, upon notice, result in my [the firm's] withdrawal as your counsel in this matter.

The other members of my legal team who will be working on your case are ***[list the names and positions of any associates, paralegals or secretaries who will be working with you on the client's matter.]*** We will keep you informed on the progress of your matter on a regular basis, however, please feel free to call me ***[or another designated staff member]*** if you have any questions.

Again, thank you for this opportunity to be of service. Please sign and return a copy of this letter in the enclosed self-addressed, stamped envelope. If you have any questions regarding this letter, please feel free to call.

Yours very truly,

Attorney Name

ACKNOWLEDGED and Agreed to:

Client Name

Date:_____