

{Engagement Letter - New Client}

Note to Attorney: This letter is an example only.

{Date}

{Name}
{Company Name}
{Address 1}
{Address 2}
{City, State, Zip Code}

Dear {Salutation}:

I want to take this opportunity to personally thank you for selecting [me or our firm] to represent you in [specify in *detail* what firm will do for client]. Any other work or additional related work will be the subject of a separate letter.

The fee arrangement, as agreed, will be based on [an hourly rate or a fixed fee in the amount of \$___ or a contingency fee (specify %) or (specify other)]. [If appropriate, indicate whether a retainer and the amount is required up front.] [(If hourly rate,) Our hourly rates range from \$___ to \$___, depending on the experience level of the attorney or paralegal *or* our partners' rates range from \$___ to \$___; associates range from \$___ to \$___; and paralegals range from \$___ to \$___, depending on their respective level of experience or (Partner A) bills at \$___ per hour, (Associate B) bills at \$___ per hour, and (Paralegal C) bills at \$___]. The firm bills on a monthly basis for any disbursements and any fees due. Disbursements include: [identify, e.g., photocopying, long distance charges, courier services, computer on-line services, court costs, travel, etc.]. Payment is due upon receipt of our invoice. Failure to make timely payments may, upon notice, result in the firm's withdrawal as your counsel in this matter.

[I will be the only attorney working on your matter or The members of the team that will be working on your matter include (Partner A), (Associate B), (Paralegal C), and (Secretary D)]. Please feel free to call any member of our group for assistance.

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, please call me at (telephone number).

Sincerely,

ACKNOWLEDGED and Agreed to:

Client Name

Firm Name
Lawyer Name

