SAMPLE CLIENT ENGAGEMENT LETTER

RE:..[*Subject*]

Dear [*Name*]:

The purpose of this letter is to confirm, based on our conversation of [*date*], that [*insert firm name*] will represent you in [*describe matter*]. We will provide the following services: [*list services to be provided*]

Attached for your use is information on our billing and reporting procedures. Our fee is [*insert dollars per hour*] for services performed by lawyers of this firm and [*insert dollars per hour*] for services performed by our non-lawyer staff. You will also be billed for expenses incurred on your behalf.

Our expectations of you are: [*list any expectations concerning payment of bills, responses to requests for information, etc.*]

Your primary contact for this matter will be [*insert lawyer's name*]. If you have any questions about your case, you should contact him/her directly.

This firm has not been engaged to provide the following services: [*list services that are outside the scope of the representation*]

In an effort to provide you with an estimate of the total costs involved in pursuing this matter, an estimate of fees and expenses is provided below. Please keep in mind that this is only an estimate and that, depending upon the time required and the complexity of the action, actual costs may exceed this estimate. [*Provide a realistic, worst-case estimate of fees and expenses*]

While it is impossible to predict how long it will take to conclude this matter, a general time frame is provided below. Again, this is only an estimate, and the actual time required to conclude this matter may be greater than expected. [*Provide a realistic, worst-case estimate of time to be spent on case*]

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 [*insert primary contact's name*] immediately.

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If you have any questions about this information, please call [*insert primary contact's name*]. On behalf of the firm, we are happy to represent you in this matter.

Very truly yours,

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