

**[Engagement Letter - New Matter]**

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Dear {Salutation}:

This letter confirms our [telephone conversation *or* meeting] in which we agreed that the firm will represent you in [specify matter]. We are most grateful for your continued trust and confidence in [Firm Name]. We will do everything in our power to continue to earn that respect. The firm will handle this matter [using our normal fee structure *or* for the fixed fee of \$\_\_\_\_\_ or based on a contingency fee of \_\_\_ percent *or* (specify other)]. All other aspects of our most current engagement letter will remain in effect.

Again, we appreciate your trust and confidence in us.

Sincerely,

Firm Name

Lawyer Name