

[General Engagement Letter]

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Dear Client:

This letter will confirm our conference on [date] _____ and the fact that our office is now representing you in the following matter(s): [full description of legal services to be provided, including, if applicable, the level of services--e.g. administrative review, trial, appeal, etc.] _____.

We are glad to have you as a client in regard to this particular situation(s). If you wish for us to represent you in any matter other than that stated above, we will be happy to review that matter with you and determine if we can be of service to you.

Our fees are outlined in our fee agreement, which we have already discussed and a copy of which is enclosed. ***Note to Attorney: If agreement has not yet been signed, send two signed copies of fee agreement and request that the client sign one and return it to you.***

We will keep you informed as this matter progresses. In the meantime, if you have any questions, please call. Thank you for choosing our firm to represent you in this matter.

Sincerely,

Firm Name

Lawyer Name

Enclosure