

**[Engagement Letter - New Matter]**

{Date}

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

Dear {Client}:

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, signed and dated \_\_\_\_\_ will remain in effect. We have enclosed a copy for your records.

Again, we appreciate your trust and confidence in us.

Sincerely,

Firm Name  
Lawyer Name