Legal Engagement Letter to help you get started.

From,

\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Legal Engagement Letter.

Dear Mr./Ms\_\_\_\_\_\_\_ [Name of recipient],

This letter is to confirm that \_\_\_\_\_\_\_(Name of the law firm) has agreed to represent you in connection with  (the type of matter) discussed a week ago. I am thankful to you for selecting our law firm to represent you in this matter. I have gone through the details of the situation, and I can assure you that our firm will help you evade out of this situation very soon.

I also wish to set forth our agreement as to the payment of my fees. My fees for legal services would be(fee rate) plus any additional expense for the services rendered from our end such as postage, photocopy, filing fees, handling charges, etc. My office will send you the estimation of the cost of the extra services rendered on our end by the end of each month. Rest the fee will be approximately \_\_\_\_\_\_\_\_(Fees Amount).

I have included a copy of this letter for your review and signature. I request you to please read the terms and conditions carefully and return it to me duly signed. If you have any confusion regarding the understanding of the agreement, please feel free to contact me on \_\_\_\_\_\_\_\_(contact number).

Thanking You,

\_\_\_\_\_\_\_\_  
[Name and Signature]