Email Format to be followed for a Legal Engagement Letter.

To: name@email.com

From: name@email.com

SUBJECT: Legal Engagement Letter.

Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient)

Under our discussion on (date), I have agreed to represent you in connection with ( the type of matter). 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 100$ 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 by us at the end of each month. Rest the fee will be approximately 100$ as discussed earlier.

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 the above mail id.

Thanking You,

Yours Sincerely

(Name of the sender)

(Name of the company)