

SAMPLE ENGAGEMENT LETTER – NEW CLIENT

Date

Name

Company Name

Address 1

Address 2

City, State, Zip Code

Dear {Salutation}:

I wanted to take this opportunity to personally thank you for selecting [me or our firm] to represent you in [specify in detail what firm will do for client]. Any other work or additional related work will be the subject of a separate letter.

The fee arrangement, as agreed, will be based on [an hourly rate or a fixed fee in the amount of \$___ or a contingency fee (specify %) or (specify other)]. [If appropriate, indicate whether a retainer and the amount is required up front.] [(If hourly rate,) Our hourly rates range from \$___ to \$___, depending on the experience level of the attorney or paralegal or our partners' rates range from \$___ to \$___; associates range from \$___ to \$___; and paralegals range from \$___ to \$___, depending on their respective level of experience or (Partner A) bills at \$___ per hour, (Associate B) bills at \$___ per hour and (Paralegal C) bills at \$___] The firm bills on a monthly basis for any disbursements and any fees due. Disbursements include: [identify, e.g., photocopying, long distance charges, courier services, computer on-line services, court costs, travel, etc.] Payment is due upon receipt of our invoice. Failure to make timely payments may, upon notice, result in the firm's withdrawal as your counsel in this matter.

[I will be the only attorney working on your matter] or [The members of the team that will be working on your matter include (Partner A), (Associate B), (Paralegal C), and (Secretary D)]. Please feel free to call any member of our group for assistance.

Again, thank you for the opportunity to be of service. Please sign and return a copy of this letter in the enclosed self-addressed, stamped envelope. If you have any questions, please call me at (telephone number).

Sincerely,

Firm

Acknowledged and Agreed to:

Name

Lawyer

Name

Client Name