

# LAWYER LETTER

Law Firm: \_\_\_\_\_

Reference No.: \_\_\_\_\_

## Sender Information:

Attorney Name: \_\_\_\_\_

Law Firm Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Recipient Information:

Recipient Name: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Subject:

Legal Representation and Communication

### 1. Introduction and Purpose

This letter is sent to formally confirm the engagement of legal representation by the undersigned attorney on behalf of the client. It outlines the scope, terms, and conditions under which legal services will be provided and serves as a formal communication regarding the matter at hand.

### 2. Scope of Representation

The attorney shall provide legal advice, consultation, and representation concerning all matters related to the specific legal issue as discussed. Any additional services outside this scope will require separate written agreement.

### 3. Confidentiality and Attorney-Client Privilege

All communications between the client and the attorney are confidential and protected under the attorney-client privilege. No information will be disclosed to third parties without express written consent, except as required by law.

### 4. Fees and Billing

Legal fees will be charged according to the agreed fee structure, which may include hourly rates, flat fees, or contingency fees as applicable. Billing statements will be provided periodically and are payable upon receipt.

### 5. Client Responsibilities

The client agrees to provide complete, accurate, and timely information relevant to the representation and to cooperate fully with the attorney. The client shall promptly inform the attorney of any developments or changes affecting the matter.

### 6. Termination of Representation

Either party may terminate the attorney-client relationship at any time by written notice. Upon termination, the client shall pay all fees and costs incurred up to the date of termination.

### 7. Limitation of Liability

The attorney shall perform services with due diligence and in accordance with professional standards. However, the

attorney is not liable for outcomes beyond reasonable control and disclaims any guarantees regarding results.

**8. Governing Law and Jurisdiction**

This engagement and any disputes arising hereunder shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_. The parties consent to the exclusive jurisdiction of the state and federal courts located therein.

**9. Acknowledgement and Acceptance**

By continuing communication and cooperation, the client acknowledges understanding and acceptance of the terms herein and authorizes the attorney to proceed accordingly.

**10. Notices**

All notices and communications shall be made in writing and delivered by email, personal delivery, certified mail, or national overnight courier to the addresses specified above.

**11. Entire Agreement**

This letter constitutes the entire agreement between the parties regarding the subject matter and supersedes all prior oral or written communications or agreements.

**12. Signatures**

The undersigned parties hereby acknowledge receipt, understanding, and acceptance of the terms of this letter and agree to be bound thereby.

**ATTORNEY SIGNATURE**

**CLIENT SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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