

Sample Engagement Letter (General)

June 20, 20__

Ms. Jane J. Client
123 Main Street
Anytown, Louisiana 45678

Dear Ms. Client:

We enjoyed meeting with you on _____ concerning our representation of you against _____ . We have completed a conflict of interest search and determined that there is no conflict at this time, so we can accept this matter. We will be doing the following to represent you: _____

Our engagement is limited to your claim against _____
for _____ .

Our fees are outlined in our fee agreement, which we have already discussed and a copy of which is enclosed. ***Note to Attorney: If agreement has not yet been signed, send two signed copies of fee agreement and request that the client sign one and return it to you.***

We will keep you informed as this matter progresses. In the meantime, if you have any questions, please call. Thank you for choosing our firm to represent you in this matter.

Sincerely,

FIRM NAME

Attorney Name

Enclosure