

## **Model Client Engagement Letter**

### **Why you need this Model Engagement Letter:**

An engagement letter is protection—for both the firm and the client. It prevents argument on what the firm is expected to do for the client and what the client is expected to do for the firm. So it needs to be clear, brief, and readable.

### **How this Model Engagement Letter helps you:**

Use this Model Engagement Letter to educate your clients on what to expect and when to expect it. It's easier to have these conversations now as opposed to after having done the work and you struggle to get your bill paid.

### **How to use this Model Engagement Letter:**

No two practices are the same, so modify this Engagement Letter based on your circumstances.

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## **Model Client Engagement Letter**

### **ABC Law Firm Letterhead**

Dear Client:

Thank you for retaining the law firm of \_\_\_\_\_ to represent your interests in connection with the above referenced matter. You have retained this firm as of \_\_\_\_\_ and paid a \$ \_\_\_\_\_ refundable/non-refundable retainer. In addition, you have paid a cost deposit of \$ \_\_\_\_\_. These monies will be used for costs incurred outside of this office in connection with your case.

The retainer you signed explains the fees that will be charged in your case. The retainer that you paid will be billed against every month for fees incurred by you in connection with our representation in this matter. Pursuant to the retainer, when the fee retainer reaches or falls below \$1000 you will be asked to replenish the retainer within 5 days of the request. You will receive a monthly billing invoice on or before the 10th of each month. This statement will outline the services provided and the charges involved. Any billing amount due will be deducted from the fee retainer you paid.

You, as the client, have a responsibility to assist our office in representing you in this matter. To that end, we will need you to respond to emails, letters or telephone calls promptly. We will endeavor to represent your best interests in this matter. If at any time your assistance is needed and we do not receive a response to our request for input from you, this firm will undertake whatever steps are necessary to protect your interests in this matter.

Status letters will be sent to you every 30 to 60 days depending on the activity in your file. Copies of documents filed in your matter, letters or emails sent in connection with this matter will be provided to you as a way of keeping you informed as to the status of this matter. You are encouraged to contact our office at any time for an interim status update or if you have questions. Please feel free to contact this office at any time to speak with someone regarding any concerns you might have or schedule an in-office appointment.

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Kindly sign this letter in the space provided for your signature below and return it to this office via email or mail indicating that you have received and read this letter.

Thank you again for choosing our law firm to represent you in this matter. We look forward to working with you!

Sincerely,

I hereby acknowledge that I have received the foregoing engagement letter.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Client.

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