**Law Offices of Susan Smith, LLC**

February 1, 2021

New Client Name

Address

City, State Zip

**RE:** **Engagement of Client for Matter Name**

Dear Salutation:

This letter is to confirm our meeting on DATE to discuss representing you with respect to your TYPE matter.

Our firm has agreed to represent you and you have agreed to pay for our services based on |HOURLY-an hourly rate.| |FIXED FEE-a fixed fee of $AMOUNT plus costs.| |COMBINATION-a fixed fee of $AMOUNT plus costs. Should this matter proceed to Trial, you will additionally be charged an hourly rate of $AMOUNT.| |HOURLY-My current hourly rate is $AMOUNT. Our paralegal rates range between $AMOUNT and $AMOUNT. These rates are subject to change annually.|

We look forward to working with you and resolving this matter as efficiently as possible. Please sign and return a copy of this letter so that we may get started immediately. Thank you.

Very truly yours,

ATTORNEY NAME

I do hereby agree to the above terms for legal representation by your firm and do authorize you to proceed on my behalf.

Client Name