

# Fee Agreement Letter

Dear [Client Name],

I am pleased to inform you that I will be providing legal services to you as agreed upon in our initial consultation. This letter will serve as our fee agreement, outlining the terms of our engagement.

## Scope of Services:

I will be representing you in [insert description of legal matter]. The scope of my services will be limited to this specific matter.

## Fees:

My fees for this matter will be [insert amount or hourly rate]. These fees will be billed to you [insert frequency of billing, such as monthly or biweekly]. Any expenses that I incur on your behalf will be billed to you separately. I will provide you with detailed invoices outlining the work performed and expenses incurred.

## Retainer:

In order to secure my services, you will be required to pay a retainer of [insert amount]. This retainer will be used to pay for my fees and expenses as they accrue. I will provide you with regular updates on the status of your retainer and will request additional funds if necessary.

## Termination:

You may terminate our engagement at any time for any reason by providing written notice to me. If you terminate our engagement before the matter is resolved, any unused portion of your retainer will be refunded to you.

## Confidentiality:

I will maintain the confidentiality of all information you provide to me during the course of our engagement, except as required by law or court order.

Please indicate your agreement to the terms of this fee agreement by signing below and returning a copy to me. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Your Name]