

Formal legal services proposal

Subject: Legal Services Proposal - [Specific Legal Matter]

Dear [Client Name],

Thank you for consulting with our firm regarding [legal matter]. After careful review of your situation, I am pleased to present this formal proposal for legal representation.

Legal Analysis:

Based on the facts presented, your matter involves [legal issues] which require expertise in [practice areas]. Our preliminary assessment indicates [legal position/options].

Proposed Legal Services:

- Initial case evaluation and strategy development
- [Specific legal actions/procedures]
- Client consultation and regular case updates
- Document preparation and filing
- Representation in [court/negotiations/meetings]

Fee Structure:

Our services will be provided on a [hourly/flat fee/contingency] basis at [rate/amount]. Additional costs may include court fees, expert witness fees, and administrative expenses, which will be discussed in advance.

Expected Timeline:

Based on similar cases, we anticipate [timeframe] for resolution, subject to [variables that may affect timeline].

This proposal is valid for [time period] and does not constitute legal advice until a formal attorney-client relationship is established through our retainer agreement.

Please contact our office to schedule a meeting and discuss retainer arrangements.

Respectfully,

[Attorney Name]

[Law Firm]

[Bar Number]

[Contact Information]

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