**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.***

In the interest of facilitating our services to you, we may communicate by facsimile or email transmission, send data over the internet, store electronic data via computer software applications hosted remotely on the internet, or allow access to data through third-party vendors’ secured portals or clouds. Electronic data that is confidential to you may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

To enable us effectively to render the services outlined above, you agree to cooperate fully with us in all respects relating to the matters for which we have been retained, to fully and accurately disclose to us all facts that may be relevant to those matters or that we may otherwise request, and to keep us apprised of developments relating to the matters. We agree to do the same. You also will make yourself reasonably available to attend meetings, hearings, and other proceedings as and when necessary. Your responsibilities will also include approving negotiation and litigation strategy; approving causes of action and parties to any litigation; and determining acceptable terms of any compromise, settlement or agreement. To help you with your responsibilities, we agree to keep you apprised of what is transpiring in your matter by providing regular status reports.

Either at the beginning or during the course of our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any member or employee of our firm is intended to be an expression of opinion only, based on information available to us at the time, and must not be construed by you as a promise or guarantee of any particular result. No guarantees are possible in matters such as this.

If these terms and conditions expressed in this letter are acceptable to you, please confirm your acceptance by signing a copy of this letter in the space provided below and returning it to me. Should you wish to discuss any aspect of the letter or any of the terms of our proposed engagement, please feel free to call me at . Thank you for choosing our firm to represent you in this matter.

Sincerely,

FIRM NAME

Attorney Name

**ACCEPTED AND AGREED:**

Jane J. Client

Date:

Enclosure

(Note: See fee agreements in Fees and Billing Section of Guide.)