

_____, _____
Mr. John A. Smith
123 Main Street
White Plains, NY 10603

Re: Engagement Letter

Dear Mr. Smith:

When I begin representing new clients, it is my practice to formalize the basis on which I have been engaged. I have found that establishing this initial understanding often avoids later questions and potential disagreements. For that reason, I am writing to set forth the basis on which I would be pleased to represent you.

You have retained my services to assist you with:

I believe that clients appreciate a candid approach to billing. As we discussed, you will be billed \$_____ per hour for my services.

This fee does not include any out-of-pocket costs that I may advance for you, including: filing fees, publication fees, copies, messenger and other delivery fees, and obtaining certified copies of documents. Such costs will be billed to you at the actual cost incurred.

You must understand that I cannot guarantee any particular result. I can only promise you my best efforts.

I require an advance payment of \$_____. I will place this payment in my Attorney Trust Account. I will send you a monthly statement detailing fees and costs incurred. You authorize me to immediately withdraw sufficient funds from the trust account to pay for your fees and costs for the preceding month. Once the \$_____ payment is exhausted, I will bill you monthly for my time.

In the event that a dispute arises between us relating to fees, you have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

If the terms of this letter accurately set forth your understanding of our complete agreement, please indicate so by signing below and returning this letter to me along with payment in the amount of \$_____.

I cannot accept professional responsibility for this matter until I receive both a signed copy of this letter and such payment.

Very truly yours,

Your Lawyer

SMR/ms

AGREED AND ACCEPTED:

Mr. John A. Smith