

SAMPLE PRO BONO ENGAGEMENT LETTER

[Insert Date]

[Name of Client]

[Name of Client Contact]

[Company or Entity]

[Address]

Re: [Style of Case or Description of Matter] Engagement Letter

Dear _____:

This letter will confirm that **[Law Firm]** has agreed to represent you in connection with **[describe matter]** (“the matter”) on a pro bono basis. When we say “pro bono,” we mean that **[Law Firm]** will not collect from you any money for the legal services that we provide you in connection with the matter. We may, from time to time, send you invoices of our services rendered which reflect the amount of time and expenses incurred by us on your behalf but which you are not required to pay.

Description of Representation

Our representation of you will involve **[describe work to be done]**. We do not agree to represent you in **[describe other possible matters. Also indicate other ways in which representation is limited, e.g., representation will be for trial but not appeal]**. Our engagement began **[enter date]**.

Fees and Costs

Sometimes the courts will allow **[Law Firm]** to apply to be reimbursed for our costs (for such things as copying documents, telephone calls, overnight mail, investigators, research, etc.) and also for our attorney’s fees. If these costs and fees are allowed, they will be not be paid by you; rather, they will be paid by the other side in the matter. In the event that the court issues an award of attorney’s fees and costs against the other side, you agree that **[Law Firm]** will be entitled to, and will receive, the entirety of such an award (although such an award may be issued in your name).

Termination

When your case is over, [**Law Firm**] will no longer be your lawyers unless we have agree to continue to represent you in another matter. In addition, either you or [**Law Firm**] can end the representation at any time.

Please sign below if you agree with the terms of this letter and return in the enclosed envelope. Please keep a copy of the letter for your records.

We look forward to working with you to bring the matter to a successful conclusion.

Sincerely yours,

[LAW FIRM]

By: _____

Approved this ____ day of _____, 20 __.

[CLIENT NAME]

By: _____