

**SAMPLE SCOPE LETTER/NEW MATTER FOR EXISTING CLIENT**

[Insert date]

**[Name of Client ]**

**[Name of Client Contact]**

**[Company or Entity]**

**[Address]**

**Re: [Style of Case or Description of Matter] Scope of Engagement**

Dear \_\_\_\_\_:

Thank you for retaining [**Law Firm**] to represent you [**name of client**] in connection with [**insert detailed description of scope of engagement.**]. We appreciate the opportunity to work with you on the matter.

The purpose of this letter is to confirm our engagement as counsel for the matter. The terms and conditions of this engagement will be governed by the engagement letter between us dated \_\_\_\_\_, and the terms of engagement attached thereto, which are incorporated herein and made a part hereof by reference. The fees and costs incurred by [**Law Firm**] in handling the matter will be paid by you [**name of client**] and will be billed in accordance with the standard billing and collection policies set forth in the above-referenced earlier engagement letter.

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

Sincerely yours,

**[LAW FIRM]**

By:\_\_\_\_\_

