

Hourly Billing Fee Agreement Letter

(CLIENT)

(ADDRESS)

(CITY, STATE ZIP)

Re: *In the Matter of* _____
Cause No. _____

Dear _____:

Thank you for your confidence in me to represent you with regard to the above matter. This letter confirms our agreement regarding my services and payment of legal fees for the same.

As discussed and agreed, I will undertake representation in this matter for a legal fee in the amount of \$180.00 per hour for legal services rendered. An initial _____ non-refundable retainer is due upon signing this letter-of-agreement. I will bill for my services on the tenth of each month.

In addition to the fees specified above, the client will also be responsible for any and all expenses (postage, copying, court costs, travel expenses, subpoena of witnesses, court reporter's fee, investigator fees, etc.) incurred pursuant to my representation in this matter. Naturally, I would contact you prior to incurring any excessive expense.

If the above recitations do not conform to your understanding of our agreement regarding my services and legal fees for the same, please discuss before signing this letter-of-agreement. Otherwise, it will be understood that the above accurately sets forth our agreement.

As with any case, I am not in a position to guarantee a specific outcome or result in this matter.

Thank you again for your confidence. I look forward to working towards a satisfactory resolution of this matter.

Sincerely,

F. Edward (Ed) Brown, Attorney

Client or Responsible Person