**TEMPLATE LETTER  
LETTER OF ENGAGEMENT**

[This letter should be sent to a client whenever the firm is changing the terms of its engagement letter with client. The letter should be preceded by a phone call or email to the client discussing the new terms.]

**[Insert Date]**

**[Name of Client]**

**[Name of Client Contact]**

**[Company or Entity]**

**[Address]**

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

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

**[Law Firm]** is pleased to represent **[name of client]** in the **describe matter]** (“thematter”). As we have previously discussed by **[telephone/email]**, we are amending the terms of the original engagement letter in the matter pursuant to your **[name of client]**‘s approval and consent.

The new terms of the engagement are as follows: **[Insert new terms of engagement** **and how such alter or amend the original terms of engagement].**

You **[name of client]** may, of course, seek the advice of independent counsel to review the new terms of the engagement. Please take the time to do so should you wish. If you have any questions, please do not hesitate to contact me.

If the new terms described above and in the attached terms of engagement are satisfactory **[attach standard terms of engagement from original engagement letter]**, please so indicateby signing and returning the enclosed copy of this letter, keeping a copy for your records.

**[Insert if the return of the signed letter is to take place via facsimile and the appropriate fax number, or insert language that a stamped, addressed envelope is enclosed for return of the signed letter.]**

We look forward to continuing to work with you **[name of client]** to bring the matter to a successful conclusion.

Sincerely yours,

**[LAW FIRM]**

By:

**Approved this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_.**

**[CLIENT NAME]**

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