

FOLLOW-UP LETTER TO INITIAL INTERVIEW

DATE

NAME

ADDRESS

CITY, STATE & ZIP

RE: [SUBJECT]

Dear :

Pursuant to our conference of [date], (I have agreed to represent you in connection with [type of matter] ,
(or) (in which we discussed [type of problem]), and we agreed to [insert appropriate details]

At this time I want to thank you for selecting our law firm to represent you in this matter. I also wish to again set forth our agreement as to fees and payment thereof. Our fees for legal services are [insert amount per hour], plus any out-of-pocket expenses that may be incurred, such as filing fees, deposition charges, postage and related costs. We will bill you approximately monthly depending upon the amount of work that was done on your file during that period of time. At this time it is difficult to estimate the amount of time and expense that will be necessary to adequately represent you in this case. We will also advise you before undertaking any procedures that will substantially increase the amount of fees.

We do require that you pay a retainer of [enter dollar amount] before we undertake to do any work on this case in your behalf. [Go into detail to explain any time limits that may be involved in the particular case and how they can be jeopardized if the retainer is not paid prior to the time limit expiring.]. [If the retainer has been paid, acknowledge receipt and indicate monthly bills will be sent for the services incurred which will be deducted from the retainer.] [If you require additional sums be paid when the retainer gets to a certain level, set that out here.]

At this time we [are waiting to hear further from you] (or) [explain what procedures you have done or are preparing to do] (or) [will do nothing further until we hear from you.]

We will have every opportunity to discuss what will take place and to prepare your case in advance. However, we cannot guarantee that we will be able to reach a negotiated settlement. I want you to know that we will make every effort to do so in accordance with your wishes. I consider it my duty to keep you fully informed of all events as they develop but as I explained to you, there may be periods of time in which nothing is taking place, we are waiting for responses from other parties or we are waiting for a trial date. If any of the items set forth above are not as you feel our agreement to be, please contact me immediately.

Very truly yours,

OBA/MAP:DG

Enclosures

Editor's Note: OBA/MAP recommends that a client signature always be required and that this "Acceptance by inaction or just mailing a check" be avoided.

[form3]