

# Professional Services Letter

June \_\_, 2011

[Client Name and Address]

Dear [Client Name]:

This letter confirms the terms of our engagement and clarifies the nature and extent of the professional services we will provide. Please sign and return one copy of this letter to me at your earliest convenience.

1. *Identification of the Parties.* This agreement is made between [Client Name] ("Client") and [Volunteer Name] ("Volunteer").

2. *General Nature of Assistance.* The scope of the project is outlined as follows:

**[Please provide a specific and narrow description of project]**

Client and Volunteer may agree at a later time to extend representation to another matter. Any such extension will be the subject of a separate written agreement between the parties. Volunteer cannot guarantee the success of any given matter, but will strive to represent Client's interests professionally and efficiently.

3. *Fees.* Volunteer agrees to undertake this representation on a pro bono basis, which means that the Volunteer will not charge professional fees in connection with this matter. [OPTIONAL: However, Client agrees to assume responsibility for all agreed upon out-of-pocket expenses incurred during the project. The following fees/expenses are anticipated: \_\_\_\_\_.]

# Sample Letter Of Intent For Service Provider

**Arturo Cuomo**



**Sample Letter Of Intent For Service Provider:**

## Reviewing **Sample Letter Of Intent For Service Provider**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sample Letter Of Intent For Service Provider**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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