

# 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

**B Lingard**



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