

# SOLICITOR LETTER

Solicitor's Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Client Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reference Number: \_\_\_\_\_

## Re: Matter Details

Dear Sir/Madam, We are writing to confirm our instructions and the terms under which we are acting on your behalf in relation to the matter referenced above. Please review the following details carefully.

### 1. Instructions

You have instructed us to provide legal advice and services regarding the matter outlined above. We will act diligently and in accordance with the professional standards applicable in England and Wales.

### 2. Scope of Work

Our work will include, but will not be limited to, advising you on the relevant legal issues, preparing and reviewing documents, negotiating on your behalf, and representing you in correspondence or proceedings as necessary.

### 3. Client Responsibilities

You agree to provide us with full and accurate information, to respond promptly to requests for instructions or documents, and to cooperate fully in the conduct of the matter.

### 4. Fees and Billing

Our charges for services will be calculated on the basis of the time spent by solicitors and staff, measured in units of one-tenth of an hour, at hourly rates agreed with you. We will provide periodic statements, and payment is due within 14 days of the invoice date.

### 5. Confidentiality

We will maintain the confidentiality of all information you provide, except as authorised by you or required by law.

## **6. Termination**

You may terminate our instructions at any time by written notice. We may terminate our services subject to reasonable notice and where permitted by professional rules. Upon termination, you will be liable for fees and expenses incurred up to the date of termination.

## **7. Governing Law and Jurisdiction**

This agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim.

## **8. Acceptance**

Please confirm your acceptance of these terms by signing below and returning a copy of this letter to us.

**CLIENT'S SIGNATURE**

**SOLICITOR'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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