

[Date]

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip]

RE: [Case Name / Matter Reference]

Dear [Attorney Name],

This letter confirms that [Firm Name] ("we" or "us") has been engaged by [Law Firm Name] ("Client" or "you") to provide business valuation and litigation support services in connection with the above-referenced matter.

1. Scope of Services

We will perform a valuation of [Percentage]% interest in [Company Name] as of [Valuation Date]. Our services will include:

- Analysis of financial statements and relevant company data.
- Preparation of a [Detailed/Summary] valuation report.
- Assistance with discovery and document requests.
- Provision of expert testimony at deposition or trial, if requested.

2. Professional Standards

This engagement will be conducted in accordance with the Statement on Standards for Valuation Services (SSVS) issued by the AICPA [or other applicable standards]. Our work is intended for use in the legal proceedings of [Case Name] and may not be used for any other purpose.

3. Client Responsibilities

You and your client agree to provide all financial records and documentation necessary for our analysis. We will rely on this information without independent verification unless otherwise agreed upon in writing.

4. Fees and Expenses

Our fees are based on the time spent by our professionals at their standard hourly rates:

- Partner/Principal: \$[Amount]/hr
- Manager: \$[Amount]/hr
- Staff: \$[Amount]/hr

A retainer of \$[Amount] is required prior to the commencement of work. Invoices are due upon receipt. We also charge for out-of-pocket expenses such as travel, data research fees, and courier services.

5. Confidentiality

All information received during this engagement will be kept confidential and will not be disclosed to third parties except as required by legal process or authorized by you.

6. Limitation of Liability

Our liability for any claims related to this engagement is limited to the total fees paid to [Firm Name] for the services rendered under this agreement.

If these terms are acceptable, please sign and return a copy of this letter along with the required retainer.

Sincerely,

[Your Name]

[Title]

[Firm Name]

Accepted by:

[Name of Attorney/Authorized Signatory]

Date: _____