

[Date]

[Recipient Name]  
[Law Firm Name]  
[Street Address]  
[City, State, Zip Code]

**Re: Engagement for Intellectual Property Damages Analysis - [Case Name/Matter Number]**

Dear [Recipient Name],

This letter confirms the engagement of [Consulting Firm/Expert Name] to provide litigation support and expert services regarding the valuation of damages in the matter of [Plaintiff Name] v. [Defendant Name].

Our scope of work will include, but is not limited to, the following:

- Financial analysis of the intellectual property at issue, specifically [Patent/Trademark/Copyright/Trade Secret Number].
- Calculation of economic damages, including lost profits, reasonable royalties, and/or unjust enrichment.
- Review and analysis of discovery materials and financial records provided by both parties.
- Preparation of a formal expert report in compliance with [Federal Rule of Civil Procedure 26 / Local Court Rules].
- Provision of deposition and trial testimony as required.

Our analysis will be based on established economic frameworks, including the Georgia-Pacific factors and other relevant market methodologies. We will require full access to all relevant financial statements, licensing agreements, and marketing data to ensure a comprehensive assessment.

Fees for this engagement will be billed at an hourly rate of [Amount] for [Expert Name] and [Amount] for associate staff. An initial retainer of [Amount] is required to commence work.

Please acknowledge your agreement to these terms by signing below and returning a copy of this letter.

Sincerely,

[Signature]  
[Name of Expert/Principal]  
[Title]  
[Company Name]

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**Accepted and Agreed:**

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_