

[Date]

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]

RE: [Case Name / Matter Reference Number]

Dear [Attorney Name],

This letter confirms that [Your Name/Firm Name] has been retained to provide forensic accounting and litigation support services in connection with the above-referenced matter.

1. Scope of Services

Our services will include, but are not limited to:

- Analysis of financial records, bank statements, and tax returns.
- Identification and quantification of [damages/hidden assets/unreported income].
- Preparation of a formal expert report summarizing our findings.
- Assistance with discovery requests and deposition preparation.
- Provision of expert witness testimony if required.

2. Information Requirements

To perform this analysis, we require access to all relevant financial documentation. A preliminary document request list is attached to this letter. We rely on the accuracy and completeness of the data provided by your client.

3. Professional Fees

Our services will be billed at an hourly rate of \$[Amount] for [Lead Accountant] and \$[Amount] for staff associates. A formal retainer of \$[Amount] is required prior to the commencement of work. Invoices will be issued monthly and are payable upon receipt.

4. Confidentiality

All information obtained during this engagement will be held in strict confidence and will not be disclosed to third parties without your prior consent, except as required by law or court order.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter along with the requested retainer.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]
[Firm Name]

Acknowledged and Agreed:

[Attorney Signature]

[Date]