



Notes on Using Model Letters and Agreements

Retainer letters or agreements should include reference to the following:

- identity of the lawyer and the client
- scope of service (is your work to be limited in any way?)
- obligations of client
- delegation of work
- expected chronology
- fee arrangement
- billing format
- rate changes
- withdrawal or termination of services
- conflicts of interest

Non-engagement letters should be sent to dispel any notion that a solicitor-client relationship was formed during the initial consultation or conversation.

Non-engagement letters should specifically decline to represent the person or company to whom they are sent. Non-engagement letters should **NOT** include an opinion regarding the merits of the declined matter.

Model letters and agreements provided by the Law Society are for you to consider and use when you draft your own letters. They are **NOT** meant to be standard letters. Their suitability will depend upon a number of factors, such as the current state of the law and practice in each area of law, your writing style, your needs and what your clients prefer to receive. Some may need to be modified to correspond to current law and practice.