



# Engagement Letters

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- Also known as retainer agreements.
- Standard Engagement Agreement by Meyer, Unkovic & Scott LLP.  
[muslaw.com/standardengagement.pdf](http://muslaw.com/standardengagement.pdf)
- Sample Engagement Letters and Fee Arrangments, GPOSolo (ABA)  
[http://www.americanbar.org/newsletter/publications/gp\\_solo\\_magazine\\_home/gp\\_solo\\_magazine\\_index/sampleengagelatters.html](http://www.americanbar.org/newsletter/publications/gp_solo_magazine_home/gp_solo_magazine_index/sampleengagelatters.html)

# Print Resources for Engagement Letters

- For your convenience, these materials are on Reserve at the Circulation Desk under “Legal Letters Course”.
  - Kamela Bridges, *Writing for litigation*.
  - Thomas E. Kane, *Letters for lawyers*.

## General Legal Writing Books

-Deborah E. Bouchoux, *Aspen handbook for legal writers: a practical reference.*

-Elizabeth Fajans, *Writing for law practice.*

-Ian Gallacher, *A form and style manual for lawyers.*

-Lynn Bahrych, *Legal writing in a nutshell.*

-Mary Barnard Ray, *Beyond the basics: a text for advanced legal writing.*

-Nancy Schultz, *Legal writing and other lawyering skills.*

-William H. Putman, *Pocket guide to legal writing.*

-Pam Newell and Timothy Peterkin, *The journey to excellence in legal writing.*

-Terri LeClercq, *Guide to legal writing style.*

-Wayne Scheiss, *Better legal writing: 15 topics for advanced legal writers.*

# Tips

- Don't freak out.
  - *You will not find the "perfect" letter, you will have to tweak it.*
- Keep in mind your audience.
  - *Client v. Layperson v. Opposing Counsel v. Judge v. Supervisor*
- Keep in mind your tone.
  - *Be professional, but not too nice or too mean.*
- Apply what you know to other types of letters.
  - *Opinion letters, settlement letters, status letters, demand letters, etc.*