

Letter to a client regarding the formation of a limited liability company.

PREVIEW

1. This letter explains the work that the attorney will perform for the client. The letter also limits the scope of the engagement solely to forming the limited liability company.

Form: Letter to a client regarding the formation of a limited liability company.

[Date]

[Name of client]

[Client's address]

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Regarding: Legal services to be performed in connection with your business

Dear [Client's salutation]:

This letter is written to confirm the terms on which this firm has been retained by you to organize a limited liability company.

The following services will be performed by our firm:

1. An office meeting with you concerning your limited liability company
2. Preparation of the Certificate of Formation and filing the same with the Secretary of State's office.

THIS DOCUMENT

You have agreed to pay my firm \$ _____ for the above legal services. This fee does not include any other legal work including but not limited to:

1. Attending the organizational meeting.
2. Preparation of the limited liability company's Company Agreement and minutes of the organization meeting.
3. The capitalization of the corporation and the issuance of stock.
4. Preparation of contracts or agreements among the company's members or.
5. Representation in day to day legal matters or any other legal work.

THANK YOU

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OTHER LEGAL SERVICES:

You have not requested me to perform nor have I agreed to do any other legal work or legal research regarding setting up and running your business, including but not limited to the following:

1. obtaining licenses,
2. complying with state or federal rules or regulations,
3. obtaining copyrights, trademarks, patents or searches concerning the same,
4. preparing contracts or agreements including but not limited to the following:
 - a. pre incorporation agreements for your limited liability company,
 - b. employment contracts between manager and key employees of the limited liability company,
 - c. stock purchase agreements,
 - d. buy/sell agreements,
 - e. deferred compensation agreements,
 - f. pension or profit sharing plans,
 - g. assignments and bills of sale between members and the limited liability company,
5. promissory notes,
6. obtaining immigration visas,
7. or any other legal services.

If you desire my firm to perform any of the above legal services, then we should enter into an attorney fee agreement which sets forth the requested work and the agreed to fee.

Please sign and date this letter and return the signed original to my office. A copy of this letter is enclosed for your files.

THANK YOU

Very truly yours

[Attorney's name]

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