

Letter of Engagement

[Wdate]

XYZ Limited [#Address] AUCKLAND

Attention: [attention]

LETTER OF ENGAGEMENT - [#Your Legal Transaction/ Issue]

Thank you for the instructions given [#in your email/in our telephone conversation/at our meeting of] [#date]. We will be pleased to act for you.

Identity of Client

We understand that XYZ Limited (you) is our client in this matter. Please advise if this is incorrect.

Services to be Provided

The following is a summary of the legal services we expect to be providing you:

- [#Description of instructions]; and
- Any legal matters incidental to the above and any additional matters you instruct us to attend to.

Unless we specifically agree otherwise, we are not responsible for advising you on the following aspects of these matters, namely financial, commercial, taxation, your internal governance, relationship property issues, or the effect on agreements with third parties (including banking arrangements).

Responsibility for Services

[#Name], a Director in our firm will have the overall responsibility for the services we provide for you.

Example Engagement Letter For Trustee Services

Huangqi Zhang

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