Date

To

Recipient Name

Street Address, City, ST ZIP Code

On behalf of XYZ corporation, I authorize you to represent us for our legal case against Mr. John Doe for breach of our contract with him. A copy of the original contract has been enclosed. You will also find attached a copy of the company's official warning letter issued to Mr. Doe for breaking the contract. We would like to arrange a meeting with you in order to discuss further details.

The company has agreed to your hourly fees of $350/-. An advance payment amounting to $10,000/- will be paid to you before the first court hearing. The rest of your payment will be made after our case has been resolved.

Kindly let us know if you agree to the above-mentioned terms set by the company. In case you don't accept the payment conditions, or cannot represent us due to any reason, please inform me so that the company may look for another alternative in a timely manner.

We look forward to your response.

Regards,  
[Your Name]