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Licensed in Washington

April 19, 2017

Client
1111 1st Ave. NW
Anywhere, USA

Re: Research and Writing Service

Dear Client:

In an effort to best serve you, I have decided to retain the assistance of an attorney not associated with this office to assist me in the legal research and writing component of your case. This will allow me to delegate tasks in the same way that larger firms delegate to their in-house associate attorneys. These services will be provided by David Sulzbacher, an attorney licensed to practice in Washington State who focuses his practice solely on providing research and writing assistance to other attorneys. His services will enable me to more effectively focus my time and energy on other aspects of your case such as preparing for court appearances and trial, dealing with opposing counsel, and conducting fact investigation and analysis.

All work performed by Mr. Sulzbacher will be reviewed and approved by me prior to filing. I will remain fully in charge and responsible for every aspect of your case, and all communication will be with me. The work performed by outside counsel will be billed to you at a rate of \$_____ per hour, and fees for his work will be included with the bills for my fees. Mr. Sulzbacher has agreed to keep all information I provide to him about your case strictly confidential.

I believe this arrangement is in your best interests as it will allow me to most effectively and efficiently handle your case. Please advise immediately if you have any objection to this arrangement. If I am not notified of an objection within 5 days of the date of this letter, I will treat your silence as consent. Let me know if you have any questions or concerns.

Sincerely,

Your Attorney