

# SALVATORE RITACCO

Attorney at Law

Client or Prospective Client  
149 Liberty Street  
Pawcatuck, CT 06379

RE: Legal Topic

Dear Client or Prospective Client:

We are very pleased that you have decided to discuss your legal issue(s) with the Law Office of Salvatore Ritacco, LLC. Absent any conflict of interest, we would be happy to represent you. We will need basic information regarding what type of legal service you need prior to completing a conflict check. Please review and complete the background information form. At the time you send in the form, we will need you to provide a few dates and times so we may schedule an appointment.

During your appointment, either via telephone or in person, we will obtain additional information prior to taking the case. To determine the specific scope of our representation, we will need to investigate and/or discuss your case prior to agreeing to represent you, which dependent on the case may require an advance retainer and retainer agreement.

**We do not charge a minimum fee for personal injury cases.** Although certain cases will require a retainer payment prior to your consult. After your consult, we will provide a retainer letter, which will serve as an agreement regarding the scope of our representation. In order to address all aspects of your case, we may be required to request alternate counsel or bring in co-counsel unless you waive your right to move forward on other possible claims or causes of action outside the scope of our representation.

Prior to commencing your case, you will have to agree to our policies and procedures, terms and conditions and the scope of representation. By agreeing to the retainer agreement you are stating you understand the scope of our firm's legal services regarding your matter, the basis on which we will provide those services, and how we will be compensated.

We appreciate the opportunity to work with you to accomplish your goals.

Very truly yours,  
LAW OFFICE OF  
SALVATORE RITACCO, LLC

By Salvatore Ritacco  
Salvatore Ritacco

SR/dap  
Enclosure(s): Background Information Questionnaire  
Policies and Procedures

M:\Office Documents\Administrative\New Client\Introduction Letter.docx

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