
August 19, 2026

Margaret A. Donnelly
214 Larkspur Lane
Boulder, CO 80301

Re: Engagement for Legal Representation — Matter No. CO-2026-CV-004417

Dear Ms. Donnelly:

Thank you for choosing Whitfield & Cole LLP to represent you in the above-referenced matter. This letter sets out the terms of our engagement and confirms the personal and case information on file for your account.

For our records, we have noted your date of birth as 03/14/1979 and your Social Security Number as 000-14-7732, which will be used solely for conflict-checking and billing purposes and will not be disclosed to any third party without your written consent. You may reach our office at (555) 301-7740, and we can be reached by email at margaret.donnelly@fictionalmail.com regarding scheduling.

The opposing party in this matter is Redstone Property Holdings, Inc., concerning a residential lease dispute. Your file has been assigned to Daniel R. Whitfield, Esq. (Bar No. 48211), who will serve as lead counsel.

Our firm will bill at an hourly rate of \$340. A retainer of \$2,500 is due upon signing this letter and will be held in our IOLTA trust account (Account No. 000-4471-2298) and applied against invoiced time as the matter progresses. Itemized statements will be sent to you monthly.

Please sign and return one copy of this letter to confirm your agreement to the terms above. We look forward to representing you.

Sincerely,

Daniel R. Whitfield, Esq.
Whitfield & Cole LLP

Margaret A. Donnelly, Client Date: _____