Whitcombe Ashby Family Law LLP

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Private and confidential. By email and post.

Mrs Funmi Adeyemi
Flat 3, 41 Elm Terrace
London SE15 4AB

Date	19 October 2026
Our reference	WA/2026/0211
Supervising solicitor	Helena Wycombe, Partner

Dear Mrs Adeyemi,

Engagement letter: your application about arrangements for your children

Thank you for choosing Whitcombe Ashby Family Law LLP. This letter confirms what we have agreed to do for you, what we have not agreed to do, and how we will work together. It should be read with our Fee and Retainer Agreement, which sets out our charges in full. Please read both and call us if anything is unclear.

1. Who we act for

We act for you, Mrs Funmi Adeyemi, and for nobody else. We do not act for your husband, your children, your family or any business. This letter takes effect on the date you sign it.

2. What we will do

We will advise you and act for you on your application to Central Family Court for a child arrangements order. We will:

- advise you on the application and the court process
- prepare and issue the application and any statement you need to give
- prepare for and attend the first hearing and any later hearing in this application, with you
- negotiate with the other side, and with Cafcass where it is involved
- prepare a consent order if you reach agreement

What is not included. We have not agreed to act on: a divorce or any financial claim; an appeal; enforcing an order once it is made; immigration or tax advice; or any other matter. If you ask us to do work outside this letter, we will only do it after we have both agreed it in writing.

3. Our fees

We charge by the hour. The hourly rates, our estimate of the total and what is not included are in your Fee and Retainer Agreement. We estimate our fees at £3,500 to £5,000 plus VAT to the end of the first hearing. The estimate is not a fixed fee or a limit, and we will tell you promptly if we expect it to change.

4. Payment on account

We ask you to pay £3,000 before we start. This is a payment towards our fees and expenses, not a fixed fee. We hold it in our client account, a separate bank account, and take it only when we send you an invoice. When the matter ends we return anything left over.

5. Costs and expenses

These are charged in addition to our fees. They include the court fee, barristers' fees if we need a barrister, expert reports, process server and courier costs, and the cost of copying and bundles. We will tell you the amount before we incur any single expense over £250.

6. Billing and payment

We send an invoice each month. Invoices are due within 14 days. You can pay by bank transfer or debit card. VAT is added at the rate in force, currently 20%. Our bank details never change by email. If you receive an email telling you they have, please call us before you pay.

7. What we need from you

Please give us complete and truthful information, answer our requests promptly, keep your contact details up to date, attend every hearing and appointment, and tell us straight away about anything that changes. If you or the children are ever at risk, tell us at once.

8. How we will communicate

Helena Wycombe is responsible for your case and will give you your legal advice. Nkiruka Onyiri, our Virtual Legal Assistant, will help with appointments, documents and updates. She cannot give legal advice. We will reply to your messages within one working day and give you a full response within three working days. Our office hours are Monday to Friday, 09:00 to 17:00. We will use the contact methods you chose on your intake form. Ordinary email is not a fully secure channel. We will send sensitive documents through our secure portal.

9. No guarantee of the result

We cannot promise any outcome or any timescale. Court decisions are made by the court, and what happens depends on the facts and the evidence.

10. Conflicts of interest

We ran a conflict check on 14 October 2026, against you and Mr Adeyemi, and found no conflict. We will tell you at once if one arises.

11. Confidentiality

Everything you tell us is confidential and, in most cases, protected by legal professional privilege. Only people at the firm who need it to work on your matter will see your file. We will keep your personal information in line with the firm's privacy notice, which we have sent you with this letter.

12. Keeping your file

We keep your file for seven years after the matter closes. We store it electronically, and then destroy it securely. You can ask us for a copy of your documents at any time. We will not destroy anything you ask us to return.

13. Ending our work

You can end our instructions at any time by telling us in writing. We can stop acting for good reason, such as unpaid invoices after a written warning, or if you ask us to act in a way we cannot, and we will give you reasonable notice and take account of any court timetable. If we stop, you pay for the work done up to that date and we return what is left of your payment on account. If you sign this letter away from our office or online, you have 14 days to cancel. If you want us to start work within those 14 days, tell us in writing, and you will pay for the work done up to the date you cancel.

14. Complaints and the law that applies

We want you to be happy with our service. If you are not, tell Helena Wycombe. If your complaint is about her, tell our Managing Partner, Adrian Ashby. We will answer in writing. If you are still not
satisfied, you can complain to the Legal Ombudsman, on 0300 555 0333 or at www.legalombudsman.org.uk. You must do so within six months of our final response and no later than one year from the act or omission, or one year from when you should have realised there was cause for complaint. You can also raise concerns about our conduct with the Solicitors Regulation Authority. This letter is governed by the law of England and Wales.

15. Acceptance

If you agree, please sign and date below and return a signed copy by Monday 26 October 2026. We will not start work until we have it, and your payment on account.

Yours sincerely,

Helena Wycombe
Partner, for Whitcombe Ashby Family Law LLP

Client	Firm
I agree to the terms of this letter. Signed: _____ Name: Mrs Funmi Adeyemi Date: _____	**For Whitcombe Ashby Family Law LLP** Signed: _____ Name: Helena Wycombe, Partner Date: _____

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Internal preparation note. Remove this page before the letter is sent.

Before this letter goes out

FOR THE VIRTUAL LEGAL ASSISTANT

This page is part of the firm's checklist. It is not part of the letter. The attorney sets the scope and fees. The Virtual Legal Assistant fills in the details and checks the letter.

Fields to change for each new client

Field	Where it appears
Client name and address	Address block, greeting, section 1, signature block
Date, our reference and sign-by date	Reference table, section 15
Matter description and scope	Subject line, section 2, and the exclusions
Fee estimate, payment on account and the £250 limit	Sections 3, 4 and 5. They must match the Fee and Retainer Agreement
Conflict check date and the other party's name	Section 10

Quality check

- **Every blank is filled.** No placeholder text, no leftover details from the last client.
- **The names are right everywhere.** Checked against the intake form, not from memory.
- **The attorney approved this version.** Not a previous draft and not "the usual one".
- **Both signature blocks are present.** A letter only the client signs is not a completed agreement.
- **The fee figures match the fee agreement.** Same rates, same payment on account, same estimate.