

Provisional Fee Agreement Email

Subject: Provisional Fee Agreement for Upcoming Services

Hi [Client Name],

I hope this message finds you well. I am sending this email to outline the provisional fee structure for the services we discussed. The estimated fee is [Amount], which may be subject to adjustments based on project scope changes.

Kindly confirm your understanding and approval so we can proceed to formalize the agreement.

Best regards,

[Your Name]

[Company/Position]

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