

Fee Agreement Letter for Retainer Services

Subject: Retainer Fee Agreement

Dear [Client Name],

We are pleased to offer our services on a retainer basis. As agreed, the monthly fee will be [Amount], covering the following services:

- [Service 1]
- [Service 2]
- [Service 3]

This agreement will remain in effect until terminated by either party with [Notice Period] written notice. Please confirm your acceptance of this arrangement by signing and returning a copy of this letter.

Kind regards,

[Your Name]

[Position]

[Company]

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