

Monthly Transportation Service Retainer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally retain your services for monthly transportation starting from [Start Date]. I would like to confirm the terms discussed and outline the expectations regarding the service.

The agreed retainer fee is [Insert Amount] per month, which covers [briefly describe services included: e.g., number of rides, type of transportation, etc.]. Payments will be due by the [Insert Due Date] of each month.

Please confirm your acceptance of these terms by signing below and returning a copy of this letter. I look forward to a successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Accepted and Agreed:

[Recipient's Signature]

[Date]