

Retainer Letter for Private Transportation Services

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to formally confirm our agreement to provide private transportation services to you as outlined in this retainer letter.

Scope of Services

Our services will include, but are not limited to:

- Airport transfers
- Corporate transportation
- Special event transportation

Retainer Fee

The retainer fee for our services will be [Insert Amount] payable upon signing this letter. This fee will cover services for the following period: [Insert Duration].

Terms and Conditions

All services will be provided in accordance with our standard terms and conditions which are attached for your reference.

If you have any questions or concerns regarding this retainer letter, please do not hesitate to contact us.

Thank you for choosing [Your Company Name] for your transportation needs. We look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Your Contact Information]