

Client Retainer Engagement Letter

Date: [Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [description of services] under the terms of this retainer engagement letter.

Scope of Services

Our services shall include, but are not limited to:

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

Retainer Fee

The retainer fee will be [amount] payable in advance. This retainer will cover [time period or specifics of service].

Billing and Payment Terms

Additional services that exceed the scope outlined in this letter will be billed at [hourly rate/alternative fee structure]. Invoices will be issued [monthly/upon completion of services], and payment is due [within 30 days/another specific timeframe].

Termination

Either party may terminate this engagement by providing [number] days written notice to the other party.

We appreciate the opportunity to work with you and look forward to our continued relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company]
[Your Contact Information]

Agreed and Accepted:

[Client's Name]
[Client's Title]
[Client's Company]

Date: _____