

Consultancy Retainer Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our agreement regarding consultancy services for IT support. This letter serves as a formal retainer agreement between [Consultant's Company Name] ("Consultant") and [Client's Company Name] ("Client").

Scope of Services

The Consultant agrees to provide the following services:

- Technical support and troubleshooting
- System upgrades and maintenance
- IT infrastructure assessments
- Network configuration and security

Retainer Fee

The Client agrees to pay the Consultant a monthly retainer fee of [Amount] for the duration of this agreement.

Term

This agreement will commence on [Start Date] and will continue for [Duration] unless terminated earlier as per the termination clause.

Termination

Either party may terminate this agreement with [Notice Period] notice in writing.

Acceptance

Please sign and return a copy of this agreement to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Position]
[Consultant's Company Name]
[Phone Number]
[Email Address]

Accepted by:

[Client's Name]
[Client's Position]
[Client's Company Name]
[Date]