

# Agreement on Professional Charges

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to outline our agreement regarding the professional charges for the services rendered by [Your Name/Your Company Name]. This agreement will serve as a formal acknowledgment of the terms we have discussed.

## 1. Services to be Provided

[Briefly describe the services that will be provided.]

## 2. Professional Charges

The total professional charges agreed upon for the services will be [Insert Amount] payable [Insert Payment Terms].

## 3. Payment Schedule

[Detail the payment schedule, if applicable.]

## 4. Additional Terms

[Include any additional terms or conditions relevant to the agreement.]

By signing below, both parties agree to the terms set forth in this agreement.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

---

[Recipient's Name]  
[Title, if applicable]

Date: \_\_\_\_\_