

Client Retainer Agreement

Date: [Insert Date]

Client Name: [Insert Client's Name]

Client Address: [Insert Client's Address]

Dear [Client's Name],

This letter serves to confirm our retainer agreement for public relations services between [Your Company Name] and [Client's Name]. The following outlines the terms of our agreement:

Scope of Services

- Public relations strategy development
- Media relations and outreach
- Press release writing and distribution
- Event management and promotion

Retainer Fee

The monthly retainer fee will be [Insert Amount], payable on the first of each month.

Term of Agreement

This agreement will commence on [Start Date] and will continue for [Duration], unless terminated by either party in writing with a [Notice Period] notice.

Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information shared during the course of this agreement.

Acceptance

Please sign below to indicate your acceptance of this retainer agreement.

[Client's Name]

Date: _____

[Your Company Name]

Date: _____

Thank you for the opportunity to work together!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]