

# Retainer Agreement Fee Modification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Modification of Retainer Agreement Fee

I hope this message finds you well. We are writing to inform you of a change regarding the retainer fee specified in our current agreement dated [Insert Original Agreement Date].

Due to [reason for fee modification], we propose to modify the retainer fee from [Current Fee] to [New Fee], effective as of [Effective Date of Change]. We believe this change is necessary to continue providing the highest level of service and support to you.

Please review and let us know if you accept this modification. If you agree, kindly sign and return a copy of this letter as confirmation.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

\_\_\_\_\_  
[Client's Name]

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