

Passive Service Retainer Arrangement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally outline the terms of our Passive Service Retainer Arrangement effective as of [Effective Date]. This letter serves as a summary of the terms and conditions we have agreed upon.

Scope of Services

The services provided under this agreement include, but are not limited to:

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

Retainer Fee

The monthly retainer fee for the services will be [Amount], payable on the [Due Date] of each month.

Duration

This arrangement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the termination clause.

Termination

This agreement may be terminated by either party with [Notice Period] written notice.

We are looking forward to a successful collaboration and are committed to providing you with the highest level of service.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]