

Client Retainer Agreement Proposal

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present this proposal for a client retainer agreement between [Your Company's Name] and [Client's Name]. We believe that a retainer agreement will ensure that you have priority access to our services and expertise.

Scope of Services

Under this agreement, we will provide the following services:

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

Retainer Fee

The monthly retainer fee will be [Insert Fee Amount], which will cover up to [Insert Hours/Services] of services. Any additional services will be billed at [Insert Hourly/Daily Rate].

Term of Agreement

This retainer agreement will commence on [Start Date] and will continue until [End Date]. Either party may terminate this agreement with [Insert Notice Period] written notice.

We look forward to the opportunity to continue working together and are confident that this retainer agreement will enhance our collaborative efforts. Please feel free to reach out if you have any questions or would like to discuss this proposal further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]