

Client Retainer Contract Confirmation

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Client's Name],

We are pleased to confirm your retainer agreement with [Your Company Name], effective [Start Date]. This retainer will provide you with the following services:

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

The total retainer fee is [Insert Amount], payable by [Payment Method]. Additional services beyond the retainer will be billed at [Insert Billing Rate].

We appreciate your trust in us and look forward to a successful partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]