

# Client Retainer Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our agreement to act as your [describe services] on a retainer basis. This letter sets forth the terms of our engagement and the nature of our services.

## Scope of Services

We will provide [describe services in detail]. This retainer does not cover [list any exclusions].

## Retainer Fee

The retainer fee will be [insert amount] per [month/quarter] and will cover the services outlined above. Any additional services will be billed separately at our standard hourly rates.

## Payment Terms

Payments are due on the [insert due date] of each month and may be made via [insert accepted payment methods].

## Duration of Engagement

This engagement will commence on [insert start date] and will continue until [insert end date or state terms for termination].

## Confidentiality

We will maintain the confidentiality of all client information in accordance with applicable laws and ethical standards.

If you agree to the terms outlined in this letter, please sign and return a copy to us. We look forward to working with you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]

Agreed to by:

[Client Name]  
[Client Title]  
[Client Company]

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Signature