

Retainer Agreement Discussion

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the retainer fee arrangement for our ongoing partnership. As we continue to collaborate on various projects, I believe it would be beneficial to formalize our financial commitments for smoother operations.

Based on our previous conversations and the scope of work anticipated, I propose a retainer fee of [Insert Amount] per [month/quarter], which would cover [brief description of services included]. This arrangement will allow us to prioritize your projects and ensure timely communication and delivery.

Please let me know a convenient time for you to discuss this proposal in detail. I look forward to your feedback and hope to reach an agreement that works for both parties.

Thank you for considering this proposal.

Sincerely,
[Your Name]