

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the retainer fee for our ongoing representation. Given the evolving scope and nature of my needs, I would like to propose a revision of the terms pertaining to the retainer.

Currently, the retainer is set at [current amount], which has been helpful. However, considering [reason for negotiation, e.g., increased time commitment, additional services], I believe a new retainer fee of [proposed amount] would be more suitable to ensure continued quality representation.

I value the expertise and support you provide and am looking forward to continuing our collaboration. Please let me know a convenient time for us to discuss this further. Thank you for your understanding.

Sincerely,

[Your Name]