

# LETTER OF INTENT

**Date:** [Insert Date]

## **RE: Fiduciary Retainer Fee Escrow Agreement**

### **Parties:**

**Client:** [Insert Client Name/Entity]

**Fiduciary/Service Provider:** [Insert Fiduciary Name/Entity]

**Escrow Agent:** [Insert Escrow Agent Name, if different]

This Letter of Intent ("LOI") outlines the proposed terms for an Escrow Agreement regarding the payment of a retainer fee for fiduciary services.

### **1. Purpose of Escrow:**

The Client intends to deposit a retainer fee into a secured escrow account to ensure the availability of funds for professional services rendered by the Fiduciary.

### **2. Retainer Amount:**

The total amount to be deposited into escrow is \$[Insert Amount] (the "Retainer Fee").

### **3. Deposit Timeline:**

The Client agrees to wire or deposit the Retainer Fee into the designated escrow account within [Insert Number] business days of signing the formal Escrow Agreement.

### **4. Disbursement Terms:**

Funds shall be released from escrow to the Fiduciary under the following conditions:

- [Condition 1: e.g., Monthly billing for hours worked]
- [Condition 2: e.g., Completion of specific milestones]
- [Condition 3: e.g., Presentation of an invoice with a 5-day notice period]

### **5. Term and Termination:**

This agreement shall remain in effect until the funds are exhausted or the professional relationship is terminated. Any remaining balance in the escrow account upon termination shall be returned to the Client within [Insert Number] days.

### **6. Governing Law:**

This agreement shall be governed by the laws of [Insert State/Jurisdiction].

### **7. Non-Binding Nature:**

This LOI is a statement of intent and does not constitute a legally binding contract until a formal Escrow Agreement is executed by all parties.

### **Signatures:**

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[Client Signature]

Date:

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[Fiduciary Signature]

Date: