

[Your Name]
[Your Title]
[Your Company]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Subject: Confirmation of Fixed Base Fee Agreement

Dear [Recipient Name],

This letter serves to formally outline the fixed base fee structure for the services provided by [Your Company] regarding [Project Name/Service Type].

As per our recent discussions, the total fixed base fee is set at **\$[Amount]**. This fee covers the core scope of work as detailed below:

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

This fixed fee remains constant regardless of the actual hours logged, provided the scope of work remains within the agreed-upon parameters. Any additional services requested outside of this scope will be subject to a separate agreement or additional billing at our standard hourly rates.

Payment Schedule:

- [Percentage]% due upon signing.
- [Percentage]% due upon [Milestone/Date].
- [Percentage]% due upon completion.

Please sign below to indicate your acceptance of this fixed base fee arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted By:

Name: _____

Date: _____