

[Sender Name]
[Sender Company]
[Sender Address]
[Date]

[Client Name]
[Client Address]

RE: Initial Retainer and Letter of Agreement

Dear [Client Name],

This letter serves to confirm our agreement for [Sender Company] to provide [Description of Services] to [Client Name]. To begin our professional engagement, an initial retainer is required.

1. Scope of Work

The services to be performed include: [List main tasks or project goals].

2. Retainer Amount

The initial retainer for this engagement is \$[Amount]. This amount is due upon receipt of this letter.

3. Billing and Application of Funds

The retainer will be held in a [Trust/Operating] account. Work will be billed at an hourly rate of \$[Rate] or a flat fee of \$[Fee]. We will apply the retainer toward your final invoice or draw from it as work progresses. If the retainer falls below \$[Minimum Balance], an additional deposit may be requested.

4. Invoicing

Invoice Number: [Invoice #]

Due Date: [Date]

Payment Methods: [List payment options like Bank Transfer, Check, or Credit Card]

5. Terms and Conditions

Work will commence once the signed agreement and retainer payment are received. Either party may terminate this agreement with [Number] days' written notice. Any unused portion of the retainer will be refunded within [Number] days of termination, minus fees for work already completed.

Please sign below and return this letter along with your payment to finalize our engagement.

Sincerely,

[Sender Signature]

[Sender Printed Name]

Client Acceptance

I, [Client Name], agree to the terms and conditions outlined above.

Signature: _____ Date: _____