

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: Confirmation of Corporate Retainer Payment Plan Agreement**

Dear [Client Contact Name],

This letter serves as formal confirmation of the retainer payment plan agreement between [Your Company Name] and [Client Company Name], effective as of [Start Date].

As discussed, the agreed-upon payment structure is as follows:

- **Total Retainer Amount:** [Total Amount]
- **Installment Amount:** [Amount per Period]
- **Payment Frequency:** [e.g., Monthly/Quarterly]
- **Payment Due Date:** [e.g., The 1st of every month]
- **Duration of Agreement:** [Start Date] to [End Date]

**Scope of Services:**

This retainer covers the professional services outlined in the Service Agreement dated [Date of Original Contract]. Any work exceeding the allocated hours or scope will be billed separately at our standard hourly rate of [Rate], subject to prior written approval from [Client Company Name].

**Payment Method:**

Payments should be made via [e.g., ACH Transfer, Credit Card, or Check] to the following account details: [Insert Payment Details].

Please acknowledge your agreement to these terms by signing and returning a copy of this letter. Should you have any questions regarding this schedule, please contact our billing department at [Phone Number] or [Email Address].

We value our partnership and look forward to our continued collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

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**Acknowledgment and Acceptance:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Date: \_\_\_\_\_