

Ongoing consultant retainer arrangement

Subject: Monthly Retainer Consultant Agreement

Dear [Consultant Name],

We value the strategic insights and expertise you provide to our organization and would like to formalize our working relationship through a monthly retainer agreement.

Under this arrangement, you will serve as our retained consultant for [area of expertise], providing [number] hours of consultation per month. This ensures we have consistent access to your expertise while providing you with predictable monthly income.

Retainer Terms:

- Monthly fee: [amount] for up to [hours] of consultation
- Additional hours billed at [rate]
- Monthly strategy sessions included
- Priority access for urgent matters
- Quarterly performance reviews

This retainer model allows for more strategic, long-term planning and ensures your availability when we need expert guidance. The initial term is [duration] with automatic renewal unless either party provides [notice period] notice.

Please review the attached retainer agreement and let us know if you accept these terms.

Sincerely,

[Name]

[Title]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-letter-for-consultant>