

Consultant Agreement Letter for Retainer Services

Subject: Consultancy Services Agreement (Retainer)

Dear [Consultant's Name],

We are glad to enter into an agreement with you as a retained consultant for [Company Name].

Under this arrangement, you will provide ongoing consulting support in [specific area] for a period of [duration].

You will receive a retainer fee of [amount] payable on a monthly basis, regardless of the actual number of hours worked, with any additional hours billed separately at [rate]. You will be expected to be available for consultation as needed and attend periodic strategy meetings.

We believe this retainer-based partnership will ensure consistent support and timely advice for our operations.

Please confirm your acceptance.

Warm regards,

[Your Name]

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