

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Address]

[City, State, Zip Code]

Subject: Professional Fee Structure and Pricing Proposal

Dear [Recipient Name],

Thank you for the opportunity to present our professional fee structure for the services discussed. Our goal is to provide high-quality results with transparent and competitive pricing.

Below is the detailed pricing for our services:

1. Service Package / Hourly Rate

Description: [Brief description of the service]

Rate: \$[Amount] per [Hour/Project/Month]

2. Additional Fees

Description: [e.g., Materials, Travel, Administrative costs]

Rate: \$[Amount]

3. Payment Terms

- Deposit Required: [Percentage]% due upon signing.
- Invoicing Schedule: [e.g., Monthly / Upon Completion].
- Payment Methods: [e.g., Bank Transfer, Credit Card, Check].
- Due Date: Payments are due within [Number] days of invoice date.

4. Terms and Conditions

This pricing is valid for [Number] days from the date of this letter. Any changes to the scope of work may result in a revision of these fees. All adjustments will be agreed upon in writing before proceeding.

If you have any questions regarding this structure, please feel free to contact me directly. We look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]