

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Pro-Rata Refund Fee Agreement

Dear [Client Name],

This letter serves as a formal agreement regarding the refund policy for the services provided by [Company Name] for the project titled "[Project Name/Description]".

1. Service Fees

The total agreed-upon fee for the services is \$[Total Amount]. Payment has been received/is scheduled as follows: [Detail Payment Terms].

2. Pro-Rata Refund Policy

In the event that the services are terminated by either party prior to completion, [Company Name] agrees to issue a refund on a pro-rata basis. The refund amount will be calculated based on the proportion of work that remains uncompleted at the time of termination.

3. Calculation of Refund

The refund will be determined by:

- Assessing the percentage of milestones completed.
- Subtracting the value of hours already worked or deliverables already provided from the total fee paid.
- Deducting any non-refundable administrative costs or third-party expenses already incurred.

4. Termination Notice

To initiate a pro-rata refund, the terminating party must provide written notice. The calculation of the refund will be based on the date this notice is received.

5. Refund Timeline

Any eligible refund will be processed and paid within [Number] business days of the termination date via [Payment Method].

By signing below, both parties agree to the terms of this Pro-Rata Refund Fee Agreement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted and Agreed:

[Client Signature]

[Date]