

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Fee Structure Agreement for [Project Name/Service Type]

Dear [Client Name],

This letter serves to outline and confirm the formal fee structure for the professional services provided by [Your Company Name] to [Client Company Name].

1. Scope of Services

The agreed-upon services include: [Brief description of services].

2. Fee Schedule

The following rates apply to this engagement:

- Hourly Rate: \$[Amount] per hour
- Flat Fee: \$[Amount] for [Specific Deliverable]
- Retainer: \$[Amount] per month

3. Payment Terms

Invoices will be issued [Weekly/Monthly/Upon Milestone]. Payment is due within [Number] days of the invoice date. Late payments may be subject to a fee of [Percentage]% per month.

4. Additional Expenses

Out-of-pocket expenses (such as travel, materials, or third-party software) will be billed at cost and require prior written approval from the client if they exceed \$[Amount].

5. Term and Termination

This agreement remains in effect until [End Date] or until services are completed. Either party may terminate this agreement with [Number] days' written notice.

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Your Name]
[Your Title]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____