

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Freelance Agreement Renewal**

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the renewal of our freelance agreement, originally dated [Original Agreement Date]. As we approach the end of our current terms, I would like to propose the following new terms for our continued collaboration:

- **Scope of Work:** [Describe the new or updated scope of work]
- **Duration:** [Specify the new duration of the agreement]
- **Compensation:** [State any changes in payment terms or rates]
- **Payment Schedule:** [Outline the new payment schedule]

If you agree to these changes, I suggest we finalize the new agreement by [Proposed Date]. Please let me know if you have any questions or if there are additional adjustments you would like to discuss.

Thank you for the opportunity to continue our collaboration. I look forward to your response.

Sincerely,

[Your Name]