

[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]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the payment terms for my freelance services regarding the [specific project name].

As we continue to collaborate on this project, I would like to propose an adjustment to the payment schedule to better align with my workflow and ensure timely project delivery. I believe that implementing the following payment terms will benefit both parties:

- Initial deposit of [percentage]% upon signing the contract
- Progress payments every [number of weeks/months] based on milestones
- Final payment due upon project completion

I believe that these terms will allow for a smoother process and maintain our mutual commitment to quality and timeliness. Please let me know your thoughts on this proposal, and I would be happy to discuss further.

Thank you for considering this adjustment. I look forward to your response.

Best regards,

[Your Name]  
[Your Title/Occupation]  
[Your Website or LinkedIn profile (optional)]