

Counter-Offer Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for providing the terms for [Project Name/Description]. We appreciate your efforts and the detailed proposal you shared with us on [Date of Original Proposal]. After careful consideration, we would like to propose a counter-offer to better align with our project goals and budget constraints.

Original Terms

- Term 1: [Brief Description]
- Term 2: [Brief Description]
- Term 3: [Brief Description]

Counter-Offer Terms

- Term 1: [Your Proposed Terms]
- Term 2: [Your Proposed Terms]
- Term 3: [Your Proposed Terms]

We believe that these adjustments will not only benefit our organization but also ensure that the project can be completed successfully and within the desired timeframe.

We hope that you will consider our counter-offer and we look forward to your response. Please feel free to reach out if you have any questions or would like to discuss this further.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]