

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding the service agreement between [Your Company Name] and [Recipient's Company Name]. After careful consideration, I would like to present a counter-offer for your review.

Our proposed terms are as follows:

- **Service Scope:** [Explain the scope of services]
- **Pricing:** [Your proposed price]
- **Payment Terms:** [Your proposed payment schedule]
- **Duration:** [Length of contract]

I believe these adjustments will better meet the needs of both our organizations and foster a successful working relationship. I look forward to discussing this counter-offer further and hope we can reach a mutually beneficial agreement.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]