

Milestone Revision Proposal

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the milestone related to [Project Name/Description]. After reviewing the current progress and the expectations outlined in our agreement, I believe a revision is necessary to ensure the best outcome for the project.

Current Status

[Briefly describe the current status of the project and what has been completed so far.]

Proposed Revisions

- [Revision 1: Describe the specific change you are proposing.]
- [Revision 2: Describe another change, if applicable.]
- [Revision 3: Describe any additional adjustments or considerations.]

Rationale

[Explain the reasons for the proposed revisions and how they will benefit the project.]

Next Steps

To move forward, I suggest we arrange a meeting to discuss this proposal in detail. Please let me know your availability for the coming days.

Thank you for your understanding and continued collaboration. I look forward to your feedback.

Best regards,

[Your Name]

[Your Freelance Title]

[Your Contact Information]

[Your Website/Portfolio]