

Freelance Contract Negotiation

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the terms of our upcoming project, [Project Name], and to negotiate the contract details to ensure a successful collaboration.

Scope of Work

I would like to confirm the specifics regarding the deliverables, timelines, and any additional services required. As discussed, the scope includes:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Compensation

Regarding compensation, I propose the following payment structure:

- Base Fee: [Proposed Amount]
- Payment Schedule: [e.g., 50% upfront, 50% upon completion]

Revisions and Feedback

I suggest establishing a clear process for feedback and revisions to ensure the final product meets your expectations. Please let me know your thoughts on how many rounds of revisions are acceptable.

Next Steps

Once we agree on these terms, I will prepare a formal contract for both parties to sign. I am looking forward to your response and am excited about the opportunity to work together.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]