

Contract Negotiation Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the upcoming freelance SEO project we have been collaborating on, specifically regarding the contract terms.

Firstly, I would like to express my gratitude for the opportunity to work with you and [Client's Company]. I am excited about the potential to enhance your online visibility and increase organic traffic to your site.

Regarding the contract terms we previously discussed, I would like to propose the following adjustments:

- **Scope of Work:** [Propose specific SEO services included]
- **Payment Terms:** [Suggest preferred payment schedule, e.g., upfront, monthly]
- **Project Timeline:** [Discuss any deadlines or milestones]
- **Revisions & Reporting:** [Clarify number of revisions and reporting frequency]

I believe these adjustments will foster a productive working relationship and ensure that our project goals align effectively. I am open to discussing these terms further and welcome any insights or suggestions you may have.

Thank you for considering my proposals. I look forward to your response.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]