

Freelance Contract Negotiation Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the terms of our potential agreement regarding the virtual assistant services I will be providing for [Client's Company Name].

Based on our previous conversations, I understand the following key points:

- Scope of work: [Briefly outline the expected tasks]
- Rate: [Proposed hourly rate or project fee]
- Payment terms: [Specify payment frequency and method]
- Duration of contract: [Length of engagement]

I would like to propose a few adjustments to ensure a mutually beneficial agreement:

- [Specify any adjustments to scope, rate, or terms]
- [Additional proposal]

Please let me know a convenient time for us to discuss this further. I am looking forward to your feedback and hopefully collaborating effectively.

Thank you for considering my proposals.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]