

Counteroffer Letter Template

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for sending the contract proposal dated [Insert Date]. I appreciate the opportunity to work together. After reviewing the conditions, I would like to submit a counteroffer regarding certain terms.

Proposed Changes:

- **Item/Condition 1:** [Your proposed change]
- **Item/Condition 2:** [Your proposed change]
- **Item/Condition 3:** [Your proposed change]

I believe these adjustments will lead to a mutually beneficial agreement. I am open to discussing these points further and hope we can reach a consensus soon.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]