

Letter of Fee Negotiation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[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 would like to discuss the fee structure for the consulting services I am providing for [Project Name]. I truly value our collaboration and believe that a conversation regarding the fees would be beneficial for both parties.

Based on the scope of work involved and the time commitment required for successful delivery, I propose a revised fee of [Proposed Fee Amount] instead of the initially discussed [Original Fee Amount]. I believe this adjustment not only reflects the effort and resources I will invest but also aligns with industry standards for similar projects.

I am open to discussing this further and would appreciate your feedback. Please let me know a convenient time for us to meet or call to negotiate this matter.

Thank you for your understanding and support. I look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]