

# Consultancy Payment Terms Negotiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the payment terms for the consultancy services we have been negotiating. I appreciate the opportunity to collaborate with [Company's Name] and believe that we can reach a mutually beneficial agreement.

After reviewing the proposed terms, I would like to suggest the following modifications:

- Adjusting the payment schedule to [insert new schedule].
- Establishing milestone payments based on deliverables, which will provide more flexibility for both parties.
- Discussion on possible retainer fees for ongoing support after the initial consultancy period.

These adjustments would help ensure that our partnership is productive and satisfactory for both sides. I am open to discussing this further at your earliest convenience. Please let me know when would be a good time for us to connect.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]