

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss and negotiate the terms of my part-time engagement with [Company Name]. Specifically, I would like to address the following points:

- **Hours of Work:** [Proposed hours and flexibility]
- **Compensation:** [Proposed hourly rate or salary]
- **Duration:** [Proposed start and end dates or ongoing arrangement]
- **Job Responsibilities:** [Outline of expected duties]

I believe these adjustments will not only meet my availability but also enhance my contribution to the team. I am open to discussing further and finding a mutually beneficial agreement.

Thank you for considering my proposal. I look forward to your feedback and hope to arrange a meeting to discuss this in more detail.

Sincerely,

[Your Name]