

Letter of Adjustment to Freelance Services Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

Subject: Adjustments to Freelance Services Agreement

I hope this message finds you well. I am writing to discuss potential adjustments to our Freelance Services Agreement dated [Insert Original Agreement Date].

After careful consideration, I propose the following adjustments:

- Change in project scope to include [specific details].
- Adjustment in payment terms to [state new terms].
- Extension of the project timeline to [new deadline].

These changes are aimed at ensuring the successful completion of the project and to better meet the objectives we both envision. I would appreciate your thoughts on these proposed adjustments.

Please feel free to reach out to me at your earliest convenience to discuss further.

Thank you for your understanding and collaboration.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]