

# Letter of Changes to Freelance Contract

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, ZIP Code]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally propose changes to our existing freelance contract dated [Insert Original Contract Date]. The changes are as follows:

- **Scope of Work:** [Describe any changes to the scope of work]
- **Payment Terms:** [Detail any changes to payment terms]
- **Timeline:** [Outline any changes to project timelines]
- **Other Terms:** [Mention any other changes]

Please review the proposed changes and let me know if you have any questions or require further clarifications. I believe these adjustments will enhance our collaboration and lead to a more successful outcome.

Thank you for considering these changes. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]