

# Freelance Agreement Update Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to propose an update to our current freelance agreement dated [Original Agreement Date]. After reviewing our ongoing project and current needs, I believe that an update would better reflect the scope of work and expectations.

## Proposed Updates:

- Adjustment of project timeline to [insert new timeline].
- Revised payment terms to [insert new payment terms].
- Inclusion of additional deliverables such as [insert deliverables].

I am confident that these updates will enhance our collaboration and improve project outcomes. Please review this proposal and let me know if you have any questions or would like to discuss this in further detail.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]