

# Proposal for Changes to Freelance Agreement

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 propose some changes to our existing freelance agreement dated [Insert Original Agreement Date]. After reflecting on our collaboration and the project requirements, I believe the following adjustments would benefit both parties:

## Proposed Changes:

- **Payment Terms:** [Describe proposed changes to payment terms]
- **Project Timeline:** [Describe proposed changes to project timeline]
- **Scope of Work:** [Describe proposed changes to the scope of work]
- **Communication Method:** [Describe proposed changes to communication methods]

I believe these changes will help streamline our processes and enhance our collaboration. I am open to discussing these suggestions further and any additional thoughts you may have.

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

Best regards,

[Freelancer's Name]