

# Counterproposal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Recipient Name:

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent proposal dated [Insert Proposal Date]. We appreciate your interest in collaborating with us and the details you provided. After careful consideration, I would like to present a counterproposal for your review.

While we value the terms outlined in your proposal, we believe that the following adjustments would more accurately align with our needs and objectives:

- Adjustment 1: [Describe the first adjustment]
- Adjustment 2: [Describe the second adjustment]
- Adjustment 3: [Describe the third adjustment]

We believe these changes will foster a mutually beneficial agreement and look forward to your feedback. Please feel free to reach out for further discussions regarding this counterproposal.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]