

Formal Business Counter Proposal

Dear [Recipient Name],

Thank you for sharing your proposal regarding [project, contract, or service]. After careful review, we would like to submit a counter proposal for your consideration.

We propose the following modifications:

1. [Change 1 – e.g., timeline adjustment]
2. [Change 2 – e.g., payment terms]
3. [Change 3 – e.g., scope of work]

These changes reflect our operational requirements while ensuring mutual benefits. We remain committed to collaboration and hope to reach a satisfactory agreement.

Please let us know your thoughts at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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