

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Regarding Proposed Modifications to Terms of Business

Dear [Client Contact Name],

Thank you for sharing your proposed amendments to our Standard Terms of Business dated [Date of original document]. We appreciate the opportunity to review these requests as we look forward to our potential partnership.

After a thorough internal review by our legal and management teams, I am writing to inform you that we are unable to accept the requested modifications at this time. Our standard terms are designed to ensure consistency, quality of service, and equitable risk management across all our client relationships. Altering these terms for individual projects would create significant administrative and operational complexities that we are not currently equipped to manage.

We remain very interested in working with [Client Company Name] and believe our services are a strong fit for your needs. However, any engagement would need to proceed under our existing Standard Terms of Business as previously provided.

Please let us know by [Date] if you wish to move forward with the current agreement. If you have any specific questions regarding our standard policies, we would be happy to discuss them further.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]