Date:

Name of the recipient

Complete address

Dear ABC,

I have received your letter yesterday and enclosed document in which you have outlined all the terms and conditions of working with you. I have read and understood them well and have concluded these terms and conditions are not going to work in the long run.

Firstly, the agreement should not be signed for more than 1 year. Secondly, the amount that you are agreeing to pay per month needs to be increased. I also feel that the agreement you want me to sign does not comply with the standard rules and regulations. Please have a look at the agreement you have sent to me. I am writing you back with some suggestions regarding amendments that can be made.

[Your Name]  
[Company Name]