[DATE]

[EMPLOYEE NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

Dear [MR/MS] [EMPLOYEE’S LAST NAME],

After our recent [MODE OF COMMUNICATION], I pondered over the issue that we previously discussed and arrived at a conclusion, which I believe is a better arrangement. This does not mean that I have less confidence in what we previously discussed, but I am not certain that it would meet both of our needs.

I have outlined a different option for your review, found on the pages

I believe that this approach would [SPECIFY]. The advantages of this approach include [SPECIFY ADVANTAGES], and [SPECIFY BENEFITS].

Should you agree with my proposition, we could move forward and be ready to start as early as [DATE]. I'll be back in my office on [DATE] if you want to call and further discuss this proposal. Looking forward to hearing from you soon.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]