

Payment Milestone Renegotiation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our current payment milestone agreement related to [Project/Contract Name]. Due to [briefly explain the reason for renegotiation, e.g., unforeseen circumstances, project delays, etc.], I would like to propose a review of the established payment milestones.

Specifically, I suggest we consider the following adjustments:

- Milestone 1: [Current terms] - [Proposed new terms]
- Milestone 2: [Current terms] - [Proposed new terms]
- Milestone 3: [Current terms] - [Proposed new terms]

I believe these adjustments will help facilitate the successful completion of the project while maintaining our mutually beneficial relationship. Please let me know a convenient time for us to discuss this further.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]