

# Payment Milestone Adjustment Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment to the payment milestones outlined in our contract dated [Insert Contract Date]. Due to [briefly explain the reason, e.g., unforeseen circumstances, project changes, etc.], we believe that modifying the payment schedule will better reflect the current project status and needs.

We respectfully propose the following adjustments:

- **Milestone 1:** Original Payment: \$[Original Amount], Proposed Payment: \$[New Amount]
- **Milestone 2:** Original Payment: \$[Original Amount], Proposed Payment: \$[New Amount]
- **Milestone 3:** Original Payment: \$[Original Amount], Proposed Payment: \$[New Amount]

We believe these adjustments will help maintain our project's momentum and ensure successful completion. We would be grateful for your consideration of this proposal, and we are open to discussing this matter at your earliest convenience.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]