

Amendment to Subcontractor Payment Conditions

Date: [Insert Date]

[Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Amendment to Payment Conditions of Subcontract Agreement

We are writing to inform you of an amendment to the payment conditions stated in our current subcontract agreement dated [Insert Original Contract Date].

Effective [Insert Effective Date], the following changes will be made to the payment terms:

- Payment Schedule: [Detail the new payment schedule]
- Payment Method: [Specify the method of payment]
- Late Payment Terms: [State any changes to late payment terms]

Please review and confirm your acceptance of these amended payment conditions by signing and returning the enclosed copy of this letter by [Insert Deadline Date]. Your prompt response will ensure a smooth transition to the new terms.

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

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

Enclosure: Amended Payment Conditions Agreement