

Payment Flexibility Inquiry

Date: [Insert Date]

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

Dear [Subcontractor's Name],

I hope this message finds you well. As we progress with our current project, I wanted to discuss the payment terms outlined in our contract.

Given the circumstances surrounding our project timeline and budget adjustments, I would like to inquire about the possibility of modifying the payment schedule. We are seeking more flexibility in payment due dates or installment amounts to better manage our cash flow without compromising our commitments.

Please let me know if we can arrange a meeting or a call to discuss this matter further. Your understanding and cooperation would be greatly appreciated as we work together towards our common goals.

Thank you for your consideration, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]