

# Subcontractor Payment Structure Review

Date: [Insert Date]

To: [Subcontractor Name]

Company: [Subcontractor Company Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We hope this message finds you well. As part of our ongoing collaboration, we would like to review the payment structure outlined in our current agreement.

## Proposed Payment Structure

- Session/Task Billing: [Details]
- Milestone Payments: [Details]
- Retainage: [Details]
- Invoice Submission: [Details]
- Payment Schedule: [Details]

We believe that these adjustments will better align with the project scope and timelines. Please take the time to review the proposed changes and provide your feedback by [Insert Feedback Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]