

# Letter of Payment Timeline Adjustment

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to discuss the current payment timeline for your services provided under our subcontractor agreement dated [Insert Agreement Date].

Due to [reason for adjustment, e.g., unforeseen circumstances, project delays], we need to adjust the payment schedule originally outlined. The new payment timeline will be as follows:

- Payment #1: [New Date] - Amount: [Amount]
- Payment #2: [New Date] - Amount: [Amount]
- Payment #3: [New Date] - Amount: [Amount]

We understand the importance of timely payments and are committed to minimizing any impact this adjustment may have on your operations. Please confirm your acknowledgment of this new schedule at your earliest convenience.

Thank you for your understanding and cooperation. Should you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]