

# Letter of Contract Negotiation

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the current payment schedule outlined in our contract dated [Insert Contract Date]. Due to [insert reason for adjustment request], I would like to propose adjustments to the payment schedule to better reflect our needs and working relationship.

Specifically, I would like to suggest the following modifications:

1. [Insert proposed adjustment 1]
2. [Insert proposed adjustment 2]
3. [Insert proposed adjustment 3]

I believe these changes will benefit both parties and facilitate smoother transactions moving forward. I am keen to discuss this at your earliest convenience and explore potential solutions together.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]