

Contractor Terms Adjustment Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of adjustments to the terms of our existing contract, effective [insert effective date]. After careful consideration and review of our ongoing project needs, we believe these changes are necessary to ensure the continued success of our collaboration.

Adjusted Terms:

- Change in payment schedule: [Detail the new payment schedule]
- Adjustment in project deadlines: [Detail any changes to deadlines]
- Modification of scope of work: [Outline any changes in the scope]
- Other terms: [Include any other relevant adjustments]

If you have any questions or concerns regarding these adjustments, please feel free to reach out to us by [insert contact method]. We appreciate your understanding and cooperation as we navigate these changes.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email]