

Revised Milestones for Contractor Engagement

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of the revised milestones for our engagement. After reviewing the project timeline, we have made adjustments to ensure successful completion of our goals. Please find the updated milestones below:

Revised Milestones

- **Milestone 1:** [Description] - Due by [Due Date]
- **Milestone 2:** [Description] - Due by [Due Date]
- **Milestone 3:** [Description] - Due by [Due Date]
- **Milestone 4:** [Description] - Due by [Due Date]

Please acknowledge receipt of this letter and confirm your acceptance of the revised milestones by [Response Due Date]. Should you have any questions, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]