

Date: [Insert Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Dear [Contractor Name],

I hope this message finds you well. I am writing to inform you of some changes regarding the payment expectations for our ongoing contract.

Due to [insert reason, e.g., budget adjustments, project scope changes], we find it necessary to update our payment terms. Effective [insert date], the payment schedule will be modified as follows:

- [Detail the new payment structure, e.g., frequency, amount, conditions]
- [Additional information if necessary]

We appreciate your understanding and flexibility during this transition. Our goal is to ensure the success of this project while maintaining a transparent relationship.

If you have any questions or concerns regarding this update, please do not hesitate to reach out at [insert contact information].

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]