

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a revision of the payment timeline for our ongoing project, [Project Name/Description]. Due to [reason for alteration], we believe it would be beneficial to adjust the current payment schedule.

We propose the following alterations to the payment timeline:

- [Proposed Date 1]: [Payment Amount/Description]
- [Proposed Date 2]: [Payment Amount/Description]
- [Proposed Date 3]: [Payment Amount/Description]

We appreciate your understanding and cooperation regarding this matter and believe that these changes will lead to a more efficient workflow. Please let me know if you need to discuss this further or require additional information.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]