

Notification of Revised Contractor Payment Conditions

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of a revision to the payment conditions outlined in our existing contract dated [Insert Contract Date]. After careful consideration and in alignment with our project needs, we have made the following updates:

- Payment Schedule: [Insert revised schedule]
- Payment Terms: [Insert revised terms]
- Additional Conditions: [Insert any additional conditions]

These changes will take effect on [Insert Effective Date]. We believe these adjustments will enhance our collaboration and ensure smoother project execution. Please review the updated conditions carefully and confirm your acceptance by [Insert Response Date].

If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]