

Proposal to Change Payment Schedule

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to propose a modification to our current payment schedule for the services you provide. Due to [briefly explain reason, e.g., changes in project scope, budget constraints, etc.], we believe that a revised payment plan would be beneficial for both parties.

Currently, our payment schedule is as follows:

- [Original Payment Schedule Details]

We would like to propose the following changes:

- [New Payment Schedule Details]

I believe that these changes will help us manage our budget more effectively while ensuring that you receive timely payments for your services. I am open to discussing this proposal further and adjusting it as necessary to accommodate your needs.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]