

Request for Adjustment of Contractor Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Contractor's Name]

[Contractor's Position]

[Contractor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the payment terms outlined in our current contract dated [Insert Contract Date]. Due to [brief reason for request], we believe that modifying the payment schedule would be beneficial for both parties.

Specifically, we propose to [insert proposed payment terms, e.g., "adjust the payment schedule from net 30 to net 45 days"]. This adjustment would help us to better manage our cash flow and ensure that we can continue to meet our obligations promptly.

We deeply value our partnership and want to ensure that we can continue working together effectively. Please let us know if you would be open to discussing this matter further.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]