

# Contractor Budget Adjustment Notification

Date: [Insert Date]

To:

[Contractor's Name]  
[Contractor's Address]  
[City, State, Zip Code]  
[Email Address]

Dear [Contractor's Name],

We are writing to inform you of an adjustment to the budget associated with the [Project Name/Contract Name] due to [reason for adjustment, e.g., unexpected costs, changes in scope].

The new budget allocation is as follows:

- Original Budget: \$[Amount]
- Adjusted Budget: \$[New Amount]
- Effective Date of Adjustment: [Insert Date]

Please review the attached documentation for detailed justifications for the adjustments. We appreciate your understanding and cooperation in this matter.

If you have any questions or require further clarification, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]