

Contractor Financial Adjustment Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of a financial adjustment regarding your contract for [Project Name/Description]. After a thorough review of the project costs and expenditures, we have made the following adjustments:

Adjustment Details:

- Original Contract Amount: [Amount]
- Adjustment Amount: [Amount]
- New Contract Amount: [Amount]

The reasons for this adjustment include:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

We appreciate your understanding and cooperation as we make these necessary adjustments to ensure the project continues smoothly. Please acknowledge the receipt of this letter and your agreement to the adjustments by [Response Deadline].

If you have any questions or would like to discuss this matter further, please 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 Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]