

# Contractor Financial Planning Adjustment Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Financial Planning Adjustment

I hope this letter finds you well. I am writing to discuss the recent adjustments to the financial planning aspects of our contract. After a thorough review of the current budget and forecasted expenditures, we believe it is necessary to make certain modifications to align with the project timeline and scope.

The following adjustments are proposed:

- [Adjustment 1: Description and rationale]
- [Adjustment 2: Description and rationale]
- [Adjustment 3: Description and rationale]

We are committed to efficiently managing resources and staying within the allocated budget. We believe that these adjustments will facilitate smooth progress and enhance project outcomes.

Please let us know a convenient time for you to discuss these adjustments further. We appreciate your understanding and cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]