

Construction Project Contract Payment Reevaluation

Date: [Insert Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Dear [Contractor Name],

Subject: Reevaluation of Payment Terms for [Project Name]

We hope this message finds you well. We are writing to formally request a reevaluation of the payment terms outlined in our existing contract for the [Project Name], dated [Contract Date].

As the project has progressed, we have encountered several unforeseen circumstances that have necessitated additional resources and efforts on our part. We believe that a reassessment of the payment schedule is warranted to align with the current scope of work and associated costs.

We kindly ask you to review the following points:

- Adjustment of payment milestones based on revised project timelines
- Incorporation of additional costs incurred due to unforeseen circumstances
- Revising the retention amount based on completed work

We are open to discussing this matter at your earliest convenience and hope to reach a mutually beneficial agreement. Please let us know your available times for a meeting or a call.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]