

Payment Schedule Negotiation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the payment schedule for the ongoing construction project, [Project Name]. As per our agreement, we have reached certain milestones; however, I would like to propose a revision to the payment schedule to reflect our current progress and financial requirements.

The original schedule outlined payments at milestones [list original milestones]. However, due to [reason for negotiation, e.g., unforeseen delays, material cost increases], I believe it would be beneficial for both parties to adjust the payment terms to [proposed new schedule].

I propose that we schedule a meeting to discuss this adjustment in detail and reach a mutually beneficial agreement. Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]