

# Contract Milestone Change Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Proposal for Change in Contract Milestone

I hope this message finds you well. We are writing to propose a change to the milestones outlined in our existing contract dated [Insert Contract Date]. After careful consideration and assessment of project progress and challenges, we believe that adjusting the milestone dates will better align with our mutual goals.

Below are the details of the proposed changes:

- **Current Milestone:** [Current Milestone Description], due on [Original Due Date]
- **Proposed Milestone:** [New Milestone Description], due on [Proposed New Due Date]
- **Reason for Change:** [Brief reason for proposed change]

We believe that this adjustment will enable us to enhance the quality of our deliverables and ensure a successful outcome for the project. We appreciate your understanding and flexibility regarding this matter.

We look forward to your feedback and hope to finalize the revisions at your earliest convenience. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]