

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Subcontractor's Name]
[Subcontractor's Company Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],
Subject: Demand for Payment

I hope this letter finds you well. I am writing to formally address the outstanding payment for the services rendered under our subcontract dated [insert date of the contract]. As of [insert current date], the amount of [\$ amount] remains unpaid.

According to our agreement, payments were to be made by [insert payment schedule], but I have yet to receive the payment for the work completed on [insert specific projects or tasks]. The failure to receive payment has caused [briefly explain any issue caused by the delay, if applicable].

I kindly request that you process the outstanding payment by [insert a specific date, typically within 10-14 days], to avoid further actions. If payment has already been sent, please disregard this letter and provide me with the payment details.

Should you have any questions or wish to discuss this matter, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]