

[Your Company Letterhead]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Release of Payment

Dear [Contractor's Name],

We are pleased to inform you that the payment for the project [Project Name/Description] has been approved for release. The following details pertain to this payment:

- **Invoice Number:** [Invoice Number]
- **Amount Approved:** [Approved Amount]
- **Payment Method:** [Payment Method (e.g. Direct Deposit, Check, etc.)]
- **Payment Date:** [Expected Payment Date]

Please ensure that all contractual obligations and conditions have been met before the payment is processed. Should you have any questions or require further clarification regarding this release, feel free to contact us at [Your Contact Information].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]