

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Subcontractor Payment Request

Dear [Recipient's Name],

I hope this message finds you well.

This letter serves as a formal request for payment for the subcontracted services rendered by [Subcontractor's Name/Your Company Name] for the project [Project Name/Number] as per our agreement dated [Date of Agreement].

**\*\*Details of Payment Request:\*\***

- **\*\*Invoice Number:\*\*** [Invoice Number]

- **\*\*Date of Invoice:\*\*** [Invoice Date]

- **\*\*Amount Due:\*\*** [Total Amount Due]

- **\*\*Payment Due Date:\*\*** [Due Date]

Attached you will find the invoice along with any supporting documentation to justify the payment request. We kindly ask that this payment be processed at your earliest convenience to maintain the smooth operation of our ongoing and future projects.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Invoice]