

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Payment Request for [Project Name/Description]

I hope this message finds you well.

This letter serves as a formal request for payment for the services rendered as per our subcontractor agreement dated [Agreement Date]. As of [Date], the total amount due for the work completed is [Amount Due].

Please find the details of the payment request below:

- Project Name: [Project Name]
- Invoice Number: [Invoice Number]
- Work Completed: [Brief Description of Work Done]
- Payment Due Date: [Due Date]
- Total Amount Due: [Total Amount]

We would appreciate your prompt attention to this matter and kindly request that payment be processed by the due date mentioned above. Should you have any questions or require further documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]