

Billing Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to inform you that your billing for the project [Project Name] is now due. Below are the details for your reference:

Invoice Number: [Invoice Number]

Amount Due: [Amount Due]

Due Date: [Due Date]

Please ensure payment is processed by the due date to avoid any late fees. If you have any questions regarding this billing notification, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]