

# Subcontractor Payment Authorization

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Payment Authorization

Dear [Subcontractor's Name],

This letter serves as official authorization for payment relating to the work completed under the subcontract agreement dated [Insert Agreement Date].

Details of the payment are as follows:

- **Scope of Work:** [Describe the scope of work]
- **Invoice Number:** [Insert Invoice Number]
- **Payment Amount:** [Insert Payment Amount]
- **Due Date:** [Insert Due Date]

Please ensure that all work has been completed to satisfaction as per the terms of our agreement. Once confirmed, the payment will be processed accordingly.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]