

Payment Follow-Up

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Payment Follow-Up for Invoice #[Invoice Number]

Dear [Subcontractor's Name],

I hope this message finds you well. I am writing to follow up regarding the payment for Invoice #[Invoice Number], submitted on [Invoice Submission Date], which was due on [Due Date]. As of today, we have not yet received the payment.

We would appreciate it if you could provide us with an update on the status of this payment. If there are any issues or further documentation required, please let us know so we can assist in resolving them promptly.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]