

Payment Release Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Payment Release Request for [Project/Contract Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of payment for the subcontractor work completed on [Project/Contract Name]. As per our agreement, we have fulfilled all obligations and completed the work as outlined.

Details of the payment request are as follows:

- Subcontractor Name: [Subcontractor's Name]
- Invoice Number: [Invoice #]
- Amount Due: \$[Amount]
- Payment Due Date: [Due Date]

We kindly ask that you process this payment at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]