Subcontractor Payment Validation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Subcontractor Name]

[Subcontractor Address]

[City, State, ZIP Code]

Dear [Subcontractor Name],

We are writing to confirm the receipt of your invoice #[Invoice Number] dated [Invoice Date] for the services rendered under the contract #[Contract Number]. After reviewing the submitted documentation, we are pleased to validate your payment request for the amount of [Amount].

Payment will be processed on or before [Payment Date]. Please ensure that all necessary documentation is submitted prior to this date to avoid any delays.

Thank you for your continued cooperation. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]