

Invoice Clearance Notification

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

[Subcontractor Email]

Dear [Subcontractor Name],

We are writing to inform you that your invoice #[Invoice Number] dated [Invoice Date] has been processed and cleared for payment. The total amount of [Invoice Amount] will be transferred to your designated bank account as per the payment terms outlined in our agreement.

Please expect the payment to be completed by [Expected Payment Date]. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]