

Invoice Request for Payment

Date: [Insert Date]

From: [Subcontractor Name]

Address: [Subcontractor Address]

To: [Contractor Name]

Address: [Contractor Address]

Subject: Request for Payment

Dear [Contractor Name],

I hope this message finds you well. I am writing to formally request payment for the services rendered under our subcontractor agreement dated [Insert Date].

Details of the services provided:

- Project Name: [Insert Project Name]
- Invoice Number: [Insert Invoice Number]
- Payment Amount: [Insert Amount]

Attached is the invoice detailing the completed work. According to our agreement, payment is due within [Insert Payment Terms] days.

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

Sincerely,

[Subcontractor Name]

[Title]

[Phone Number]

[Email Address]