

Subcontractor Payment Approval

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, ZIP Code]

Dear [Subcontractor's Name],

We are writing to confirm the approval of your payment request submitted on [Insert Date of Submission] for the work completed on [Insert Project Name].

After reviewing your submitted invoice #[Insert Invoice Number], we are pleased to inform you that the amount of \$[Insert Amount] has been approved for payment.

Please allow [Insert Time Frame] for the payment to be processed and released to your account. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]