

Subcontractor Payment Dispute Resolution

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Payment Dispute Resolution

Dear [Recipient Name],

I am writing to formally address the issue of withheld payments related to our subcontract agreement dated [Insert Date of Agreement]. As per our agreement and the completion of the contracted work, I have yet to receive payment for invoices submitted on [Insert Invoice Dates].

Despite multiple attempts to discuss this matter, I have not received a satisfactory response. The total amount withheld is [Insert Amount], which has caused significant disruption to my operations.

To resolve this matter amicably, I request the following:

- Complete payment of the outstanding amount by [Insert Deadline Date].
- A written explanation for the delay if payment cannot be made by the requested date.

I believe it is in both our interests to resolve this dispute amicably, and I am open to discussing this matter further. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]