

Subcontractor Payment Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Payment Dispute Resolution for Project Delays

Dear [Subcontractor's Name],

We hope this message finds you well. We are writing to address the ongoing payment disputes related to the delays experienced in the [Project Name/Description]. Our records indicate that the project has encountered significant delays due to [reasons for delay], which have impacted the overall timeline and payment milestones.

As per our contract dated [Contract Date], payments were to be made upon the completion of certain milestones. However, due to the aforementioned delays, we have been unable to process the payments as expected. We believe it is essential to resolve this issue amicably and in accordance with the terms of our agreement.

We propose a meeting to discuss the following:

- Detailed timeline of project delays.
- Implications of the delays on payment schedules.
- Potential solutions and revised timelines for completion.
- Agreement on payment terms moving forward.

Please confirm your availability for a meeting within the next week, so we can collaboratively find a resolution to this matter.

Thank you for your attention to this issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]