

Letter of Payment Dispute Resolution

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

Subject: Payment Dispute Resolution Regarding Quality Issues

We are writing to formally address our concerns regarding the quality of work performed under the subcontract dated [Insert Date of Subcontract].

Upon recent inspection, it has come to our attention that several deliverables, specifically [list specific deliverables], do not meet the agreed-upon specifications and standards outlined in the contract.

Due to these quality issues, we find ourselves unable to proceed with the payment of [Insert Payment Amount] that was scheduled for release on [Insert Payment Due Date]. We believe it is crucial to resolve these matters before proceeding further.

We request a meeting to discuss these issues in detail and explore potential solutions. Please let us know your available dates for this discussion. Our aim is to resolve this matter amicably and continue our collaboration.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]