

Subcontractor Payment Dispute Resolution

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Subcontractor's Name]
[Subcontractor's Company]
[Subcontractor's Address]
[City, State, Zip]

Subject: Payment Dispute Resolution

Dear [Subcontractor's Name],

We are writing to address the ongoing payment dispute related to the change orders submitted under our contract for [Project Name]. As per our agreement dated [Contract Date], we acknowledge the change orders filed on [Change Order Dates], however, we have noted discrepancies regarding the associated payment amounts.

To facilitate a resolution, we request that you provide detailed justifications and supporting documentation for the claimed amounts pertaining to the change orders. This documentation should include:

- A breakdown of the costs associated with each change order.
- Any correspondences or approvals from project management.
- Invoices reflecting the work completed as per the change orders.

We aim to resolve this matter amicably and promptly. Please submit the necessary documentation by [Submission Deadline]. Once received, we will review the details and arrange a meeting to discuss further steps.

Thank you for your cooperation. We look forward to your timely response to avoid any further complications.

Sincerely,

[Your Name]
[Your Position]
[Your Company]