

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Subject: Final Payment Request After Inspection Approval

Dear [Client's Name],

We are writing to formally request the final payment for the subcontracted work performed under the contract dated [Contract Date] for the [Project Name]. Following the inspection conducted on [Inspection Date], we are pleased to confirm that all work has been completed to the required standards and has been approved.

As per our agreement, the amount due for the final payment is [Amount]. We kindly request that payment be processed within [Number of Days] days from the date of this letter.

Please find attached the necessary documents including the final invoice and inspection approval documentation for your reference.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]