

Final Payment Request

Date: [Insert Date]

To: [Main Contractor's Name]

[Main Contractor's Company Name]

[Main Contractor's Address]

[City, State, Zip Code]

Dear [Main Contractor's Name],

I hope this message finds you well. I am writing to formally request the final payment for the services rendered as outlined in our subcontractor agreement dated [Insert Agreement Date].

As of [Insert Completion Date], all services have been completed in accordance with the terms specified in our contract. The total amount due is [Insert Total Amount Due], which includes all approved change orders and adjustments.

Attached to this letter are the final invoices and lien waivers for your review. Please process this payment at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]