

Final Payment Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to formally request the final payment for the subcontractor services provided on the [Project Name] under contract number [Contract Number]. As per our agreement, we have completed all the specified work to your satisfaction.

This request includes all supporting documentation for your review:

- Invoice #[Invoice Number] - Total Amount: \$[Amount]
- Completion Certificate
- Change Orders (if applicable)
- Warranties and Guarantees (if applicable)
- Release of Lien (if applicable)

We appreciate your prompt attention to this matter and ask that payment be processed by [Due Date]. Please feel free to reach out if you require any additional information or documentation.

Thank you for the opportunity to work on this project.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]