

Final Payment Request

Date: [Insert Date]

To:

[Main Contractor's Name]

[Main Contractor's Address]

[City, State, Zip Code]

Dear [Main Contractor's Name],

We are writing to formally request the final payment for our subcontracted work on the [Project Name] project. Per our agreement, we have completed the following milestones:

- **Milestone 1:** [Description of Milestone] - Completed on [Completion Date]
- **Milestone 2:** [Description of Milestone] - Completed on [Completion Date]
- **Milestone 3:** [Description of Milestone] - Completed on [Completion Date]
- **Final Inspection:** [Details of Final Inspection] - Passed on [Date]

As per our contract, the total amount due for the project is \$[Total Amount]. We have attached the required documentation, including invoices and lien releases for your review.

We appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact us should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]