

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Main Contractor Company Name]

[Main Contractor Address]

[City, State, Zip Code]

Subject: Interim Payment Request - [Project Name] - Addressing Delays

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit our interim payment request for the work completed on the [Project Name] as of [Date]. Due to unforeseen delays attributed to [briefly describe reason for delays, e.g., weather conditions, material supply issues], the progress of our work has been impacted, and we believe it is necessary to address these delays in our payment request.

As per our agreement, we have completed the work outlined in the contract up to [specific percentage or milestone], and we are requesting a payment of [amount/requested payment] to cover the costs incurred thus far, including those affected by the aforementioned delays.

We are committed to continuing our work on the project and mitigating any further delays. Your prompt attention to this payment request will greatly assist in maintaining our schedule and ensuring project completion.

Please feel free to contact me at your earliest convenience should you require any further documentation or clarification regarding this request.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]