

Interim Payment Request

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Subject: Interim Payment Request for Completed Work

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request an interim payment for the work completed under our subcontract for the project [Project Name/Number] as of [Completion Date].

Details of the completed work:

- Task/Activity: [Description of work completed]
- Completion Date: [Date work was completed]
- Amount Due: [Total Amount Due]

Attached are the relevant documents, including work completion certificates and invoices, for your review.

We appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]