

Interim Payment Request

Date: [Insert Date]

To: [Main Contractor's Name]

[Main Contractor's Company]

[Main Contractor's Address]

Dear [Main Contractor's Name],

Subject: Interim Payment Request Following Assessment

I hope this message finds you well. I am writing to formally request payment for the work completed on [Project Name/Description] as per our subcontract agreement, following the recent assessment carried out on [Date of Assessment].

The assessment identified that the following work has been completed to date:

- [Description of Work 1]
- [Description of Work 2]
- [Description of Work 3]

Based on the assessment, the amount due for the work completed is: [Amount Due].

Please find attached the necessary documentation supporting this request, including:

- [Invoice Number]
- [Any Relevant Supporting Documents]

We kindly request that the payment be processed by [Payment Due Date] as per the agreed terms.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Best Regards,

[Your Name]

[Your Position]

[Subcontractor's Company]

[Contact Information]