

Interim Payment Request for Materials Supplied

Date: [Insert Date]

To: [Main Contractor's Name]
[Main Contractor's Address]
[City, State, Zip Code]

From: [Your Company Name]
[Your Address]
[City, State, Zip Code]
[Contact Information]

Subject: Interim Payment Request for Materials Supplied

Dear [Main Contractor's Name],

We are writing to formally request an interim payment for materials supplied as per our subcontract agreement dated [Insert Date of Agreement]. This request covers materials delivered to the site for the period from [Start Date] to [End Date].

Below is a summary of the materials supplied:

- Item 1: [Description] - Quantity: [Qty] - Amount: \$[Amount]
- Item 2: [Description] - Quantity: [Qty] - Amount: \$[Amount]
- Item 3: [Description] - Quantity: [Qty] - Amount: \$[Amount]

Total Amount Requested: \$[Total Amount]

We appreciate your prompt attention to this matter and look forward to your response. Please let us know if you require any additional documentation to process this payment.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]