

Interim Payment Request

Date: [Insert Date]

To: [Insert Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Interim Payment Request for Labor Costs

We, [Subcontractor's Company Name], are writing to formally request an interim payment for the labor costs incurred during the period of [Insert Period]. As per our subcontract agreement dated [Insert Date of Agreement], we have completed the following work:

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

The total labor costs for the aforementioned work amount to [Insert Amount]. Attached, please find the supporting documentation including time sheets and invoices for your review.

We kindly ask that this payment be processed at your earliest convenience to ensure that our operations remain uninterrupted.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Subcontractor's Company Name]

[Your Contact Information]