

Interim Payment Request

Date: [Insert Date]

To:

[Main Contractor's Name]

[Main Contractor's Address]

[City, State, ZIP]

Dear [Main Contractor's Name],

Subject: Interim Payment Request - [Project Name/Contract Number]

I, [Your Name], representing [Subcontractor's Company Name], hereby submit our request for interim payment as per the contract terms under [specific reference or clause]. This request is for the work completed from [Start Date] to [End Date].

Details of the work performed:

- Description of work performed: [Description]
- Amount of payment requested: \$[Amount]
- Percentage of work completed: [Percentage]%

Attached to this letter, please find the supporting documentation for this payment request:

- Invoices
- Progress reports
- Time sheets
- Any additional documentation

We appreciate your prompt attention to this matter and look forward to your approval of the requested payment. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, ZIP]