

# Interim Payment Request for Variation Order Work

Date: [Insert Date]

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

Dear [Main Contractor's Contact Person],

Subject: Interim Payment Request for Variation Order Work - [Project Name]

We are writing to formally submit our interim payment request for the variation order work carried out on [Project Name/Description], as per our agreement dated [Insert Agreement Date].

This request covers the following work undertaken between [Start Date] and [End Date]:

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

The total amount being requested at this time is [Insert Amount], which is detailed in the attached invoice [Invoice Number].

We believe that all work has been completed in accordance with the contract terms and conditions. Please find attached all necessary documentation, including:

- Invoice
- Detailed Worksheet
- Supportive Documentation

We kindly request your prompt attention to this matter and look forward to your approval and processing of this payment at your earliest convenience. Should you need any clarifications or further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]

[City, State, Zip Code]  
[Your Contact Information]