

Subcontractor Billing Reconciliation Confirmation

Date: [Insert Date]

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

Dear [Subcontractor's Name],

We are writing to confirm the reconciliation of the billing for the project [Project Name/Number], dated [Invoice Date]. Upon review, we find the following:

- **Invoiced Amount:** \$[Invoiced Amount]
- **Agreed Amount:** \$[Agreed Amount]
- **Adjustment Amount:** \$[Adjustment Amount]

As per our records, the discrepancies have been reconciled, and we confirm that the outstanding amount is \$[Outstanding Amount]. Please ensure that payment is processed by [Payment Due Date].

Thank you for your cooperation. If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]