

Subcontractor Settlement Reconciliation Update

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to provide you with an update regarding the settlement reconciliation process concerning our recent project, [Project Name]. As part of our commitment to transparency and collaboration, we want to ensure you are informed of the current status.

Reconciliation Summary

- Total Contract Value: [Total Value]
- Total Amount Paid to Date: [Amount Paid]
- Outstanding Amount: [Outstanding Amount]

Next Steps

Please review the attached reconciliation statement and provide any comments or discrepancies by [Response Deadline]. We aim to finalize the reconciliation no later than [Finalization Date].

Should you have any questions or require further clarification, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]