

Subcontractor Invoice Payment Terms

Date: [Insert Date]

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

Dear [Client's Name],

This letter serves to outline the payment terms concerning the invoice submitted by [Subcontractor Name] for the services rendered on [Project Name or Description].

Payment Terms

- The total amount due is [Insert Invoice Amount].
- Invoices are payable within [Insert Number] days from the date of receipt.
- Payments will be made via [Insert Payment Method, e.g., bank transfer, check].
- A late fee of [Insert Percentage]% will be applied to payments not received within the specified timeframe.
- Disputes regarding the invoice must be reported within [Insert Number] days of receipt to avoid late fees.

Thank you for your prompt attention to this matter. Please let me know if you have any questions regarding these payment terms.

Sincerely,
[Your Name]
[Your Position]
[Subcontractor Company Name]
[Contact Information]