

Letter Template for Subcontractor Payment Schedule Discussion

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

I hope this message finds you well. We are writing to discuss the payment schedule for the ongoing project, [Project Name]. We appreciate the hard work and dedication you have shown thus far.

As per our agreement, the payment schedule is outlined as follows:

- Milestone 1: [Description] - Due Date: [Insert Date] - Amount: \$[Insert Amount]
- Milestone 2: [Description] - Due Date: [Insert Date] - Amount: \$[Insert Amount]
- Milestone 3: [Description] - Due Date: [Insert Date] - Amount: \$[Insert Amount]

We would like to confirm that these dates and amounts align with your expectations. Please let us know if there are any concerns or adjustments needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]