

# Payment Terms Clarification

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Clarification of Payment Terms

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to clarify the terms of payment outlined in our subcontractor agreement dated [Insert Agreement Date].

## Payment Schedule

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

- Initial Payment: [Insert Amount] due upon signing the contract.
- Progress Payments: [Insert Amount or Percentage] due upon completion of specified milestones.
- Final Payment: [Insert Amount] due upon project completion and acceptance.

## Invoice Submission

Please submit your invoices to [Insert Submission Method], including all necessary documentation to support the claims.

## Payment Timeline

Payments will be processed within [Insert Number] days after receipt of a valid invoice.

If there are any questions or if further clarification is needed, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]