

# Contractor Fee Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request the payment of my contractor fees as per our agreement dated [Insert Date of Agreement]. According to our terms, the total amount due for the services rendered is [Insert Amount].

For your reference, I have attached the invoice detailing the work completed and the corresponding fees. I kindly ask that the payment be processed by [Insert Due Date] to avoid any delays in our ongoing projects.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]