

Payment Application

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to submit our payment application for the work completed under contract [Contract Number] for the period ending [Date].

Payment Request Details

Description of Work	Amount Requested
[Description of Work 1]	[\$Amount 1]
[Description of Work 2]	[\$Amount 2]
Total Requested	[\$Total Amount]

All supporting documentation and any required materials for this application are attached for your review.

We appreciate your prompt attention to this matter. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]