

# Contractor Payment Clarification Letter

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

Subject: Clarification on Payment Due for [Project Name]

I hope this message finds you well. I am writing to seek clarification regarding the payment for the services rendered on the [Project Name] completed on [Completion Date].

According to our records, the total amount due is [Total Amount]. However, I have noted that the recent payment of [Received Amount] was processed on [Payment Date], which leaves a balance of [Outstanding Amount].

I would appreciate it if you could confirm the details of the outstanding balance and the timeline for the remaining payment. This will help us ensure that all financial obligations are met promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]