

Completion Payment Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request the completion payment for the contracted work at [Project Address/Description]. As per our agreement dated [Contract Date], the full payment was due upon completion of the work, which was finished on [Completion Date].

Despite previous reminders, the payment of [Amount Due] remains outstanding. I kindly request that this payment be processed by [Specify Deadline Date]. Failure to address this matter may result in further actions to resolve the issue.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions regarding this demand.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]