

Concluding Payment Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Project: [Project Name]

Contract Number: [Contract Number]

Dear [Contractor's Name],

This letter serves as a formal notice regarding the concluding payment for the above-mentioned project. We appreciate your efforts and dedication towards the successful completion of the project.

As per the terms outlined in our agreement, the total amount due for the concluding payment is [Amount]. Please ensure that all necessary documentation is provided to facilitate this payment.

The payment is scheduled to be processed on [Payment Date]. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]