

Settlement Request for Contractor's Services Rendered

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request the settlement of the outstanding balance for the services you rendered as a contractor for [Project Name] completed on [Completion Date].

According to our agreement, the total amount due for your services is [Total Amount]. As of today, the outstanding balance is [Outstanding Amount]. Please find attached the relevant invoices and documentation for your reference.

We appreciate your hard work and professionalism during this project and aim to settle this matter promptly. Kindly confirm the receipt of this request and let me know the timeline for the settlement process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]