

Contractor Request for Payment Release

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally request the release of payment for the completed work as per our contract dated [Insert Contract Date].

Details of the completed work:

- Project Name: [Insert Project Name]
- Invoice Number: [Insert Invoice Number]
- Total Amount Due: [Insert Amount]

We have completed all required work and have adhered to the project timeline and specifications. Attached to this letter are the necessary documents to support this payment request, including the final invoice and any other relevant documentation.

We would appreciate your prompt attention to this matter and look forward to your confirmation of the payment release.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]