

Monthly Payment Schedule Confirmation

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to confirm the monthly payment schedule for the services provided in relation to [Project Name/Description]. The payment terms are as follows:

Payment Schedule

- Payment for Month 1: \$[Amount] - Due Date: [Due Date]
- Payment for Month 2: \$[Amount] - Due Date: [Due Date]
- Payment for Month 3: \$[Amount] - Due Date: [Due Date]

Please ensure that all required documentation is submitted on time to avoid any delays in processing payments.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]