

Payment Schedule Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to request a detailed payment schedule for the work being performed under the subcontract agreement dated [Insert Date of Agreement].

In order to maintain smooth cash flow and proper financial planning for the ongoing project, we would appreciate it if you could provide us with a proposed payment schedule outlining the milestones, amounts, and expected dates of payment.

This payment schedule will assist us in ensuring that all necessary funds are allocated in a timely manner and will facilitate a seamless continuation of our partnership.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]