

Payment Terms Notification

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We hope this message finds you well. We would like to inform you of the payment terms associated with our ongoing project, [Project Name].

Payment Terms:

- Payment will be made on a [weekly/bi-weekly/monthly] basis.
- Invoices must be submitted by the [insert day of the month] of each period.
- Payment will be made within [insert number] days upon receipt of the invoice.
- Late payments will incur a fee of [insert fee structure].

We appreciate your cooperation and dedication to the project. Should you have any questions regarding these terms, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]