

# Subcontractor Invoice Payment Timeline

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We appreciate your hard work and dedication to our project. Below is the payment timeline for your invoice:

## Invoice Details:

- Invoice Number: [Insert Invoice Number]
- Invoice Amount: \$[Insert Amount]
- Invoice Submission Date: [Insert Date]

## Payment Timeline:

1. Verification of Invoice: [Insert Timeframe]
2. Approval Process: [Insert Timeframe]
3. Payment Release Date: [Insert Payment Date]

Should you have any questions or concerns about this timeline, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]