

# Payment Release Instructions

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to inform you that your payment for the completed work on [Project Name] has been approved for release. Please follow the instructions below to ensure a smooth payment process:

## Payment Details

- Payment Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Payment Date: [Insert Payment Date]

## Instructions for Payment Release

1. Ensure that all necessary documentation, including invoices and lien waivers, has been submitted.
2. Confirm your bank details for direct deposit, if applicable.
3. Contact our finance department at [Contact Information] if you have any questions or require assistance.

Thank you for your hard work and dedication. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]