

Payment Update Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are writing to update you regarding your payment for the recent work completed under the subcontract agreement dated [Insert Date].

As of [Insert Payment Date], we have processed your payment in the amount of [Insert Amount]. The expected payment date is [Insert Expected Payment Date]. If you have any questions or concerns regarding this payment or your account, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]