

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

As you know, the payment scheduled for (date) has not been received in our offices. While I realize your ability to meet your obligations is dependent on payment from the owner, I must remind you that our company is small so has limited reserve funds available to cover problems, certainly we cannot continue to work if our reserves are exhausted. I also wish to remind you that the original contract addressed payment schedules and amounts; with that in mind I ask you to meet with the owner immediately to address this situation; please keep us apprised of your intentions and progress.

In closing, if we do not receive payment by (date), we will be forced to withdraw from the project and seek legal advice for collecting the money owed to us. I am sure the expense involved in acquiring a new subcontractor, not to mention the additional delays that will incur, will more than justify a quick resolution of this dilemma.

I will be waiting to hear from you.

Sincerely,

Name

Title

cc: (parties involved)