

## 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, we have not yet received our (date of payment period) payment on this project. This is a serious problem to us as we are a small company and we do not have immense cash reserves to carry us through a long waiting period.

I understand that you are waiting for money from the owner so you can pay us, but we are being put in a difficult spot. The terms of our contract with you (and yours with the owner) call for prompt payment. This does not appear to be happening, and it is straining us.

At this point, we very much need you to approach the owner about this problem. If we do not receive payment very soon, we will have to pull off of the project, and seek legal council regarding our financial protection. I know that this may seem rather extreme, but it is our only recourse to simply waiting.

As you will find noted at the bottom of this letter, we are sending a copy to the owner's representative, (Name).

Please let us know how you are progressing on this matter within the next 5 days. Thank you for your help.

Sincerely,

Name

Title