

Date: [Insert Date]

To:

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Confirmation of Final Disbursement - Project: [Project Name/Reference Number]

Dear [Contractor Contact Name],

This letter serves as formal confirmation that the final disbursement for the aforementioned project has been processed and issued.

Payment Details:

- **Final Payment Amount:** [Insert Amount]
- **Payment Method:** [Insert Method, e.g., Check # / ACH Transfer]
- **Date of Issue:** [Insert Date]
- **Total Contract Value Paid:** [Insert Total Project Sum]

This final payment represents the full and complete settlement of all remaining balances, including any withheld retainage, associated with the contract dated [Insert Contract Date].

By accepting this disbursement, it is understood that all work has been completed to the agreed-upon specifications and that no further claims for payment exist under this contract. Please ensure that all final lien waivers and warranty documentation have been submitted to our office as previously requested.

We appreciate your services on this project and look forward to the possibility of working with you again in the future.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]