

**Date:** [Insert Date]

**To:**

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

**Subject: Notice of Final Payment Release**

Dear [Contact Person Name],

This letter serves as formal notification that final payment for the project titled [**Project Name/Contract Number**] has been authorized and released.

The details of the final disbursement are as follows:

- **Total Contract Amount:** \$[Amount]
- **Previous Payments Made:** \$[Amount]
- **Retention Release (if applicable):** \$[Amount]
- **Final Payment Amount:** \$[Amount]
- **Payment Method:** [Check/Wire Transfer/ACH]

This payment constitutes the full and final settlement of all obligations related to the aforementioned contract. By accepting this payment, you acknowledge that all work has been completed to the agreed-upon specifications and that no further claims for payment shall be made against [Your Company Name].

Please ensure that all final lien waivers and warranty documentation have been submitted as per the contractual agreement.

We appreciate your services and look forward to the possibility of working with you again.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]