

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Contractor Name/Company Name]  
[Contractor Address]  
[City, State, Zip Code]

**Subject: Notice of Final Payment for [Project Name/Contract Number]**

Dear [Contact Person Name],

Please find enclosed the final payment for services rendered regarding [Project Name/Description]. This payment corresponds to Invoice Number [Invoice Number], dated [Date on Invoice], in the amount of \$[Amount].

This payment represents the total remaining balance and the final settlement for all work performed under the contract dated [Contract Start Date]. With this disbursement, all financial obligations for this project have been fulfilled.

We have also enclosed a "Release of Lien" form. Please sign and return a copy of this document to confirm that all subcontractors and suppliers have been paid and that no further claims exist against the property or the company.

We appreciate the work performed by your team and look forward to the possibility of working with you again in the future.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

Enclosures: [Check/Payment Receipt, Release of Lien Form]