

Payment Application Transmittal Letter

Subject: Payment Application No. [Number] - [Project Name] - [Month/Period]

Dear [Owner/Client Name],

Enclosed please find Payment Application No. [Number] for the period ending [Date] for the [Project Name].

Payment Application Summary:

- Original Contract Sum: \$[Amount]
- Net Change by Change Orders: \$[Amount]
- Current Contract Sum: \$[Amount]
- Total Completed and Stored to Date: \$[Amount]
- Retainage: \$[Amount]
- Total Earned Less Retainage: \$[Amount]
- Less Previous Certificates for Payment: \$[Amount]
- Current Payment Due: \$[Amount]

This application reflects work completed through [Date] and has been reviewed and approved by [Architect/Engineer Name]. All work has been performed in accordance with the contract documents and applicable codes.

Attached Documentation:

- AIA Form G702 - Application and Certificate for Payment
- AIA Form G703 - Continuation Sheet
- Schedule of Values Breakdown
- Conditional Lien Waivers from Subcontractors
- Supporting Documentation for Stored Materials

We respectfully request payment within [Number] days as stipulated in our contract. Progress on the project remains [on schedule/ahead of schedule] and we continue to meet all quality standards.

Please contact me if you require any additional information or clarification regarding this payment

application.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Your Title]

[Contractor Company Name]

[Contact Information]

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