

Formal payment request for delayed subcontract payment

General information to help you organise your paperwork. Not legal advice.

Prepare a factual payment request

Complete the fields and select the wording that matches the actual dispute. This is a commercial request for payment, not a statutory notice of non-payment, lien or adjudication notice. Obtain review before stating a legal deadline or remedy.

Date and delivery method: _____

Creditor and debtor legal names: _____

Project subcontract and notice address: _____

Invoice numbers dates and receipt evidence: _____

Reported upstream-payment explanation: _____

Clause reviewed and reviewer if any: _____

Dear [recipient],

We request payment of the amounts identified in the attached reconciled statement for [work/period]. The statement records gross invoices, credits and payments received. Your stated reason for delay is [accurately attributed explanation], which remains [confirmed/reported/disputed] on the evidence available.

Account item	CAD	Supporting record
Gross invoices	[enter]	[enter]
Credits	[enter]	[enter]
Payments received	[enter]	[enter]
Ledger balance	[enter]	[enter]

State the request and the unresolved issue

Please confirm payment arrangements for [identified amount and basis], or provide an itemized statement of any disagreement and supporting records. Please distinguish a dispute about our work or invoice from the reported upstream funding issue.

Optional if reviewed: Our position concerning clause [reference] is [reviewed wording and limits]. Do not insert this paragraph until the complete contractual and statutory context has been assessed.

Please respond by [administrative target date] to [contact]. This requested response date is not represented as a statutory deadline.

Sincerely,

[name role and contact]

Holdback included within balance: _____

Disputed amount within balance and reasons: _____

Interest or fees only if separately verified: _____

Attachments reviewer and approved dispatch version: _____

Sent date delivery evidence and next follow-up: _____

- ☐ No unreceived owner payment has been deducted.
- ☐ No holdback or disputed amount has been added twice.
- ☐ No unsupported statement about clause enforceability remains.
- ☐ Separate notice and preservation requirements have been referred for review.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.