



**ASAMW SAMPLE PROMPT PAY LETTER FOR
DC PRIVATE PROJECTS (If Subcontract has no deadline for payment)**

Your Company Name
Address & Contact Information

To: Customer Name & Address

Re: Demand for Payment Pursuant to D.C. Code §§27-132 through 27-135

Date

To Whom It May Concern:

As you are aware (Your company name) has furnished or installed (describe the work/materials you provided) in furtherance of the project located at:

(Project Street Address)
(Project City, State, Zip Code)

As you are aware, D.C. Code § 27-132 requires that payment be made within the earlier of 15 days after the occupancy permit is granted; 15 days after the owner takes possession; or 15 days after an owner receives a contractor's payment request. As you are also aware, more than fifteen (15) days have passed since [the occupancy permit was granted, the owner took possession, the owner received our request for payment]. Accordingly, we hereby demand payment pursuant to the above-referenced statutes.

Additionally, D.C. law requires that for any nonpayment, interest must be added to the outstanding amount in the amount of 1.5% per month. D.C. Code § 27-135 also provides for reasonable attorneys' fees to the prevailing subcontractor in such disputes. [for subcontractors only]

To avoid the accumulation of additional interest and attorneys' fees, please immediately provide payment in the amount of (insert amount owed).

If we do not receive payment within the next ten (10) business days, we will pursue all available legal, contractual, and equitable remedies. Please call me with any questions or concerns regarding this matter.

Sincerely,

