



**ASAMW SAMPLE PROMPT PAY LETTER FOR  
DC PRIVATE PROJECTS**

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 and installed (describe the work/materials you provided) in furtherance of the project located at:

(Project Street Address)

(Project City, State, Zip Code)

Please be advised D.C. Code § 27-132 requires that payment be made within seven (7) days after the contractually agreed upon date of payment. As you also know, more than seven (7) days have passed since the payment deadline. Accordingly, we hereby demand payment pursuant to the above-referenced statute.

Additionally, D.C. law requires that interest shall 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, 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,