



**ASAMW SAMPLE PROMPT PAY LETTER FOR
DC PUBLIC PROJECTS (After Invoice Submission)**

Your Company Name
Address & Contact Information

To: Customer Name & Address

Re: Demand for Payment Pursuant to D.C. Code §§2-221.01 to 2-221.06

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 that D.C. Code § 2-221.02 requires that you deliver payment thirty (30) days after delivery of our invoice. As you know, more than thirty (30) days have passed since the delivery of our invoice. Accordingly, we hereby demand payment pursuant to the above-referenced statute.

Additionally, D.C. law requires that interest be added to the outstanding amount in an amount by D.C. Code §2-221.02(a). To avoid the accumulation of additional interest, please immediately provide payment in the amount of (amount outstanding).

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,