



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

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(a)(2)(A)(ii) requires that you deliver payment as specified in the subcontract. More than 30 days have passed since the agreed upon date of payment for completed services or delivered materials. Accordingly, we hereby demand payment pursuant to the above reference statutes.

As you are also aware, D.C. law requires that interest be added to the outstanding amount in an amount determined under 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,