



**ASAMW SAMPLE PROMPT PAY LETTER FOR  
MARYLAND PRIVATE PROJECTS (When No Deadline for Payment Exists in the Subcontract)**

Your Company Name  
Address & Contact Information

To: Customer Name & Address

Re: Demand for Payment Pursuant to Md. Code, Real Property §§ 9-301 through 9-305

Date

To Whom It May Concern:

As you are aware (Your company name) has installed or furnished (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 Maryland Code, Real Property § 9-302 requires that payment be made within the earlier of thirty (30) days after the day the occupancy permit is granted, or thirty (30) days after the owner takes possession. As you know, more than thirty (30) days have passed since [the occupancy permit was granted, the owner took possession]. Accordingly, we hereby demand payment pursuant to the above-referenced statute. To avoid the accumulation of additional interest and costs, 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,