



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

Your Company Name
Address & Contact Information

To: Customer Name & Address

Re: Demand for Payment Pursuant to Md. State Fin. & Proc. §§ 15-101 through 15-108 and 15-226

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)

Please be advised that Maryland Code State Fin. & Proc. Section 15-103 requires that payment be made within thirty (30) days of the later of payment becoming due under the procurement contract or the receipt of an invoice. As you are also aware, more than thirty (30) days have passed since [the agreed payment deadline under the procurement contract, receipt of our invoice]. Accordingly, we hereby demand payment pursuant to the above referenced statute.

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,