



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

Your Company Name  
Address & Contact Information

To: Customer Name & Address

Re: Demand for Payment Pursuant to Va. Code §§ 2.2-4347 through 2.2-4356

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 Va. Code §§ 2.2-4352 requires that payment be made by forty-five (45) days after invoice or receipt of services, whichever is later. As you also know, more than forty-five (45) days have passed since [services were rendered, products were delivered, an invoice was delivered]. Accordingly, we hereby demand payment pursuant to the above-referenced statute.

In the event payment is not timely made, Virginia law requires that interest be added to the outstanding amount in the amount of [1% per month, or the contractually-provided rate], plus reasonable costs incurred to the prevailing party.

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,

