



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

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 the contractually agreed upon due date. As you also know, the subcontract payment deadline has passed without receipt of payment. Accordingly, we hereby demand payment pursuant to the above-referenced statute.

Additionally, 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 (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,