

From a Finishing Contractor to Project Team Based on an Actual Case

Subject: Urgent Attention Needed: Outstanding Payments and Cash Flow Issues

Dear Team,

I hope this message finds you well, but I must express my serious concern regarding the delay in payments for our projects. As evident from the project list I've provided, we are facing a significant challenge with owners not fulfilling their financial obligations promptly. This situation is affecting our ability to maintain the necessary cash flow, hindering our operations and potentially jeopardizing our business.

I have used funds from other projects to cover costs on your respective projects, but this is not a sustainable solution. Currently, there are outstanding invoices totaling nearly \$500K, which, if paid promptly, would not only cover our monthly payables but also ensure the seamless progress of your projects without any financial strain.

I urge all parties involved to be more diligent in processing payments within 30 days. The slow payment and paperwork process has put us in a difficult position. Due to these delays, I am unable to qualify for charge accounts and have to pay for everything in cash, which, in turn, affects our ability to purchase materials promptly, thus slowing down our progress.

I implore you to consider this situation personally: Would you continue working diligently on your projects if your paycheck depended on when the owners paid their monthly invoices? Imagine the stress of financial instability, with the constant worry of bills piling up and essential services being suspended.

I kindly request your immediate attention to the following projects:

Project 1: We are halfway through, but no payments have been made since our involvement in June.

Project 2: Despite significant progress, there have been no payments since we started in August. We need cash flow to meet the ambitious February deadline.

Project 3: Delays in issuing change orders and payments are affecting our ability to keep the project moving forward.

Project 4: We have been complete since July; retainage should not take 90 days.

Project 5: Retainage and payments for additional work are long overdue.

Project 6: Waiting for change orders to finalize billing for completed work since April.

Project 7: Urgent deposit needed for custom materials to meet the December deadline.

Project 8: Tickets are complete, waiting for approval to proceed with billing and retainage release.

Project 9: Retainage for the ** project has been pending since December 2022.

I urge you to take immediate action to resolve these payment issues. Your cooperation is crucial to our ability to continue providing high-quality services and meet the deadlines you have set. If there is any additional information or documentation needed from my end to expedite the payment process, please let me know promptly.

Thank you for your attention, and I trust that you will prioritize this matter to ensure the smooth progress of our projects.

Sincerely,