

Request for Reasons Payment Was Withheld

This is not a lien, and this document does not necessarily reflect that there are payment issues on this project.

This request is made to ask that you identify reasons for which payment was withheld. Please contact the Party Requesting Information below to discuss the matter, and/or please provide a list of issues that need to be resolved in order to receive full payment.

Project

Nickname: _____

Address: _____

Description of Work: _____

Party Requesting Information

Company Name: _____

Phone: _____

Email: _____

Address: _____

Hiring Party

Company Name: _____

Phone: _____

Email: _____

Address: _____

Thank you for your cooperation! We look forward to resolving any problems that may be present.

(Print)

(Company)

(Date)