

Beneficiary Payment Release Request

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company/Organization Name]

Date: [Date]

Dear [Recipient's Name],

I am writing to formally request the release of payment for the beneficiary, [Beneficiary's Name], in accordance with the terms agreed upon in [specified agreement or contract]. The details of the payment are as follows:

- **Beneficiary Name:** [Beneficiary's Name]
- **Payment Amount:** [Amount]
- **Payment Due Date:** [Due Date]
- **Reason for Payment:** [Reason]

We kindly ask you to process this payment at your earliest convenience. If there are any additional documents or information needed, please do not hesitate to reach out.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]