

# Advance Telecom Payment Request for International Services

Date: [Insert Date]

To,

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to request an advance payment for the telecom services rendered internationally for the period of [Insert Period]. As per our agreement, timely payment is essential to ensure uninterrupted services.

Details of the payment request are as follows:

- Service Description: [Insert Description]
- Service Period: [Insert Period]
- Total Amount Due: [Insert Amount]
- Payment Method: [Insert Payment Method]

We kindly ask that the payment be processed by [Insert Due Date] to avoid any disruption in service. Please feel free to reach out if you have any questions or require further details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]