

Payment Request for Milestone Completion

Date: [Insert Date]

To: [Client Name]

[Client Company Name]

[Client Address]

[Client Email]

Dear [Client Name],

I hope this message finds you well. I am writing to formally request payment for the milestone we have recently completed for the [Project Name]. As per our agreement, this milestone was completed on [Completion Date], and it corresponds to the following deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

The total amount due for this milestone is [Amount]. For your convenience, I have attached the relevant invoices and any supporting documentation.

Please let me know if you require any further information or clarification. I appreciate your prompt attention to this matter and look forward to your confirmation of the payment date.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]