

# Advance Royalty Request

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an advance royalty payment for my ongoing software development project titled "[Project Name]." As per our current agreement, the project is progressing well, and I am approaching a critical phase that requires additional resources.

Given the investment in time and effort that I have committed to the project, I would greatly appreciate your consideration of this advance royalty request. The amount I am seeking is [Amount], which would significantly aid in [briefly explain the purpose of the funds, e.g., upgrading software tools, hiring additional support, etc.].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]