

# Yearly Payment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the yearly payment of [Amount] that was agreed upon in our prior contract dated [Contract Date]. As per our agreement, the payment is due on [Due Date].

We appreciate your prompt attention to this matter and look forward to your confirmation of the payment schedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]