

Final Payment Milestone Summary

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Final Payment Milestone Summary for [Project Name]

Milestone Completion Summary

Milestone	Description	Status	Payment Due
[Milestone 1]	[Description of Milestone 1]	[Completed/In Progress]	[Amount]
[Milestone 2]	[Description of Milestone 2]	[Completed/In Progress]	[Amount]

Total Due

The total amount due for the completed milestones is: **[Total Amount]**

Next Steps

Please review the summary and initiate the payment process at your earliest convenience. Should you have any questions, feel free to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]