

Payment Milestone Completion Notice

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we have successfully completed the payment milestone as per our agreement regarding [Project/Service Name]. The details of the completed milestone are as follows:

- **Milestone Description:** [Description]
- **Date of Completion:** [Completion Date]
- **Amount Due:** [Amount]

We kindly request that you process the payment for the completed milestone at your earliest convenience. Please let us know if you require any further information or documentation.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]