

Payment Milestone Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Confirmation of Payment Milestone Completion

Dear [Recipient's Name],

We are pleased to confirm the completion of the following payment milestone as per our agreement:

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

We kindly request you to proceed with the payment at your earliest convenience. Please confirm receipt of this email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]