

# Payment Milestone Reconciliation Statement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Payment Milestone Reconciliation Statement

Dear [Recipient Name],

We are writing to provide a reconciliation statement regarding the payment milestones associated with [Project Name/Contract Name] as of [Date]. Below is the detailed breakdown of the milestones and corresponding payments:

<b>Milestone Description</b>	<b>Due Date</b>	<b>Amount Agreed</b>	<b>Amount Paid</b>	<b>Outstanding Amount</b>
[Milestone 1 Description]	[Due Date]	[Amount Agreed]	[Amount Paid]	[Outstanding Amount]
[Milestone 2 Description]	[Due Date]	[Amount Agreed]	[Amount Paid]	[Outstanding Amount]

The total outstanding amount as of [Date] is [Total Outstanding Amount]. We kindly request the settlement of the outstanding amount at your earliest convenience.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]