

Payment Milestone Update Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding the payment milestone for [Project or Contract Name]. As we have reached the agreed-upon milestone of [Specify Milestone], I would appreciate any information you could provide regarding the status of the payment associated with this milestone.

Understanding the payment progress is crucial for our planning and operations, and I would be grateful for your prompt response. Please let me know if there are any additional documents or information you require from my end.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]