

Bridging Payment Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Explanation of Bridging Payment

I hope this letter finds you well. This correspondence is to provide clarification regarding the bridging payment associated with [specific details of the transaction or agreement].

The bridging payment serves as an interim financial solution during the transition period between [describe the periods or phases]. This payment is intended to ensure continuity and stability while we finalize [mention what is being finalized, such as a larger payment, process, or project].

As per our agreement dated [insert agreement date], the bridging payment amount is [insert amount]. It will be disbursed on [insert payment date or schedule]. Please find attached relevant documentation for your reference.

If you have any questions or require further clarification, please do not hesitate to contact me at [your contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]