

# Bridging Payment Request Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request a bridging payment for the [specific project or service], which was completed on [completion date]. As per our agreement and the terms outlined in the contract, we kindly ask for your assistance in processing this payment at your earliest convenience.

Details of the Payment Request:

- **Invoice Number:** [Insert Invoice Number]
- **Amount Due:** [Insert Amount]
- **Due Date:** [Insert Due Date]

We appreciate your prompt attention to this matter and look forward to your confirmation. Should you have any questions or require further documentation, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]