

Bridging Payment Schedule Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a reminder regarding the upcoming bridging payment as per our agreement dated [Insert Agreement Date]. The next payment is due on [Insert Due Date].

Details of the payment are as follows:

- Payment Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Reference Number: [Insert Reference Number]

Please ensure that the payment is processed by the due date to avoid any late fees or disruptions in service.

If you have any questions or require further clarification, please feel free to contact me at [Insert Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]