

# Interim Payment Request for Project Milestones

Date: [Insert Date]

To,  
[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Subject: Interim Payment Request for Progress on [Project Name]

Dear [Client's Name],

I hope this letter finds you well. I am writing to formally request an interim payment for the work completed to date on the [Project Name] as per the agreed milestones outlined in our subcontract.

According to our records, we have successfully completed the following milestones:

- [Milestone 1 Description] - Date of Completion
- [Milestone 2 Description] - Date of Completion
- [Milestone 3 Description] - Date of Completion

The amount due for these completed milestones is [Insert Amount]. Attached are the necessary documents supporting this request, including progress reports and invoices.

We appreciate your prompt attention to this matter and look forward to your timely processing of this payment. Please do not hesitate to reach out should you require any additional information or clarification.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Contact Information]