

Book Advance Payment Breakdown

Date: [Insert Date]

To: [Author's Name]

From: [Publisher's Name]

Subject: Advance Payment Breakdown for [Book Title]

Dear [Author's Name],

We are pleased to provide you with a detailed breakdown of the advance payment for your forthcoming book, [**Book Title**]. Below you will find the specifics of the financial disclosures:

Advance Payment Details

Payment Stage	Amount	Date of Payment
Initial Advance Payment	[\$Amount]	[Date]
Upon Manuscript Submission	[\$Amount]	[Date]
Upon Publication	[\$Amount]	[Date]

Total Advance Payment

Total: \$[Total Amount]

If you have any questions or need further clarification, please do not hesitate to contact us.

Best regards,

[Publisher's Name]
[Publisher's Title]
[Publisher's Company]
[Contact Information]