

# Payment Structure Clarification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Clarification of Sequenced Payment Structure

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the sequenced payment structure agreed upon in our recent discussions regarding [Project/Service Name].

## Payment Schedule

1. **Initial Payment:** [Amount] due on [Date]
2. **Second Payment:** [Amount] due on [Date]
3. **Final Payment:** [Amount] due on [Date]

As per our agreement, each payment is contingent upon the completion of specific milestones as detailed below:

- Milestone 1: [Details here]
- Milestone 2: [Details here]
- Milestone 3: [Details here]

Should you have any questions or require further clarification, please do not hesitate to reach out. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]