

# Progress Payment Request for Cleaning Services

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to request a progress payment for the cleaning services we have provided as per our agreement dated [Insert Agreement Date].

As of the date of this letter, we have completed the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

The total cost for the completed services is [Insert Amount]. As per our payment schedule, we kindly request a payment of [Insert Requested Amount] at this stage.

Please find attached the invoice for your reference. We appreciate your prompt attention to this matter and look forward to continuing to serve you.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]