

Progress Payment Request

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Project Name: [Project Name]

Contract Number: [Contract Number]

Dear [Client's Name],

We are writing to formally request progress payment for the construction work completed on [Project Name] as of [Insert Date].

According to our contract, we have reached the following milestones:

- [Milestone 1 Description]: Completed on [Date], Amount: \$[Amount]
- [Milestone 2 Description]: Completed on [Date], Amount: \$[Amount]
- [Milestone 3 Description]: Completed on [Date], Amount: \$[Amount]

The total amount due for this progress payment is \$[Total Amount]. Attached are the supporting documents and invoices for your review.

We appreciate your prompt attention to this matter and look forward to your approval of the payment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]