

Progress Payment Request

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. As we have reached the [Insert Stage/Phase] of the consulting services as outlined in our agreement dated [Insert Agreement Date], I am writing to formally request the progress payment of [Insert Amount].

The services provided to date include:

- [Service/Task 1]
- [Service/Task 2]
- [Service/Task 3]

The amount requested is in accordance with the payment schedule outlined in our contract. Please find the attached invoice for your reference.

Thank you for your attention to this matter. I appreciate your prompt processing of this payment. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]