

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Progress Payment Request for Event Planning Services

Dear [Client's Name],

We hope this message finds you well. As we approach the upcoming event scheduled for [Event Date], we would like to request a progress payment in accordance with our agreement.

The total estimated cost for the event is [Total Cost], and we kindly request a payment of [Requested Amount] to cover the following services rendered to date:

- [Service 1]
- [Service 2]
- [Service 3]

This payment will facilitate further arrangements and ensure that everything proceeds smoothly as planned. Please see the attached invoice for detailed information.

We appreciate your prompt attention to this matter and look forward to continuing our collaboration for a successful event. Should you have any questions or require additional information, please do not hesitate to reach out.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]