

Progress Payment Request

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a progress payment for the freelance services I have been providing as part of our ongoing project. As per our agreement, I have completed [describe completed work or deliverables], which accounts for [percentage or amount] of the overall project.

The total amount due for this progress payment is [insert amount], and I have attached the invoice [Invoice Number] for your reference.

I would appreciate it if you could process this payment at your earliest convenience. Please feel free to reach out if you have any questions or need further details.

Thank you for your attention to this matter, and I look forward to continuing to work together.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]