

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. I am writing to submit a request for the progress payment for the graphic design services provided for [Project Name/Description]. As per our agreement, this payment reflects the completion of [specify the percentage or the milestone achieved].

Details of the payment request are as follows:

- Project Name: [Project Name]
- Invoice Number: [Invoice Number]
- Due Amount: \$[Amount]
- Payment Due Date: [Payment Due Date]

Please find the attached invoice for your reference. I appreciate your timely attention to this matter and look forward to continuing our successful collaboration.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]