

# Progress Payment Request

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally request a progress payment for the interior design project at [Project Address]. As per our agreement, we have completed the following phases of the project:

- [Detail of completed phase 1]
- [Detail of completed phase 2]
- [Detail of completed phase 3]

Based on the progress made, we kindly request a payment of [Amount] which corresponds to [Percentage]% of the total project cost. Please find attached our invoice for your reference.

We appreciate your prompt attention to this matter and look forward to your response. Should you have any questions, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]