

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 progress payment for the landscaping project at [Project Address]. As of [Date], we have completed the following phases of work:

- [Description of Work Completed Phase 1]
- [Description of Work Completed Phase 2]
- [Description of Work Completed Phase 3]

According to our agreement, we request a payment of [Amount] for the work completed to date. This represents [Percentage]% of the total project cost.

Please find attached supporting documents including invoices and photographs of the completed work.

We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]