

Progress Payment Request

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Project: [Project Name or Description]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a progress payment for the renovation work being carried out at [Project Address]. As of today, we have successfully completed the following phases of the project:

- [Phase/Task 1 Description]
- [Phase/Task 2 Description]
- [Phase/Task 3 Description]

The total amount due for this progress payment is [Insert Amount]. Attached to this letter, please find the necessary documentation including invoices and progress photographs for your reference.

Per our agreement, we kindly ask that this payment be processed by [Insert Payment Due Date]. If you have any questions or need further details, please do not hesitate to reach out.

Thank you for your attention to this matter, and we look forward to continuing the successful completion of your renovation project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]