

Progress Payment Request

Date: [Insert Date]

To,

[Client's Name]
[Client's Company]
[Client's Address]

Dear [Client's Name],

Subject: Progress Payment Request for Software Development Project

We hope this message finds you well. We are writing to formally request the progress payment for the software development services we have been providing for the project titled "[Project Title]."

As per our agreement, we have successfully completed the following milestones:

- [Milestone 1 Description] - [Completion Date]
- [Milestone 2 Description] - [Completion Date]
- [Milestone 3 Description] - [Completion Date]

The total amount due for this payment is [Amount], which represents [percentage]% of the total project cost.

We kindly ask you to process this payment at your earliest convenience. Please find attached the necessary invoice and supporting documents for your review.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]