

# Advance Payment Protection Request

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the protection of advance payments made for [specific project or service]. As per our agreement dated [insert date of agreement], we made an advance payment of [insert amount] to ensure the timely initiation and execution of the project.

To safeguard this investment, I kindly request that you provide a written assurance for the protection of this advance payment until the successful completion of the project or any mutually agreed terms have been fulfilled.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]