

Advance Payment Security Assurance Request

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Request for Advance Payment Security Assurance

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request a security assurance for the advance payment related to the [Project/Contract Name], which was agreed upon on [Agreement Date].

The total amount of the advance payment is [Amount]. Given the importance of this project, we kindly request that you provide a written assurance or guarantee covering the advance payment, ensuring that we have adequate security in place before the funds are released.

We appreciate your attention to this matter and look forward to your prompt response. If you have any questions or need further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]