

Advance Payment Security Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally request confirmation regarding the security of the advance payment made for [specified project or service] as outlined in our agreement dated [insert date of agreement].

To ensure all parties are well-informed and to facilitate a smooth transaction, we kindly ask you to provide us with the necessary confirmation of the security arrangements related to this advance payment. This confirmation will also serve as a record for our financial and auditing processes.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]