

Notice for Advance Payment Security

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice for Advance Payment Security

Dear [Recipient's Name],

We are writing to formally notify you regarding the requirement of an advance payment security for the upcoming project [Project Name], as stipulated in our agreement dated [Agreement Date].

As per our discussion, a total amount of [Amount] is required to secure the advance payment, which will be deducted from the total project cost. Please ensure that this payment is made by [Due Date] to avoid any delays in the project initiation.

We appreciate your prompt attention to this matter. Should you have any questions, please feel free to contact us.

Thank you for your cooperation.

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