

Request for Partial Payment Claim

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a partial payment claim in relation to the [describe the project or service] which I have provided. As of [insert date], I have completed [describe work completed or milestones achieved], and as per our agreement, I am entitled to a partial payment of [insert amount].

Please find attached the necessary documentation supporting this claim, including [list any relevant documents, such as invoices, reports, or agreements].

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]