

Demand for Preliminary Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Preliminary Payment

I hope this message finds you well. I am writing to formally request a preliminary payment in the amount of [Specify Amount] as per the terms of our agreement dated [Insert Agreement Date].

This payment is necessary to [Briefly Explain Purpose of Payment, e.g., initiate the project, cover initial costs, etc.]. As we discussed, the preliminary payment is due by [Insert Due Date] to ensure that the timeline for our project remains on track.

Please process this payment at your earliest convenience. If you have any questions or require additional information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]