

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Request for Payment Upfront

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment upfront for the services we are scheduled to provide to [Recipient's Company] as per our agreement dated [Agreement Date].

As discussed, the total amount due is [Amount]. In order to proceed with the project, we kindly ask that this amount be settled prior to commencing work. This will ensure that we can allocate the necessary resources and deliver as per our agreed timeline.

Please feel free to reach out if you have any questions or require further details regarding this request. We appreciate your understanding and cooperation.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]