

Petition for Initial Payment Release

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Petition for Release of Initial Payment

I am writing to formally request the release of the initial payment as per our agreement dated [Insert Agreement Date] regarding [Insert Brief Description of the Project/Contract].

As per the terms outlined in our contract, the initial payment of [Insert Amount] was due upon [Insert Condition or Milestone]. We have successfully completed the required prerequisites and are now seeking the timely release of these funds to facilitate the next phase of the project.

We kindly request that you process this payment at your earliest convenience. Should you require any further documentation or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]