

# Letter of Solicitation for Upfront Payment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss our upcoming project, [Project Name], which we are excited to commence. To ensure that we can allocate the necessary resources and begin work promptly, we kindly request an upfront payment of [amount or percentage] of the total project cost.

This payment will allow us to cover initial costs and secure the project timeline we have discussed. We are committed to delivering high-quality results and believe this approach will benefit both parties.

Please let us know if you have any questions or require further information. We look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]