

Funds Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of funds for [Project Name/Description]. As per our agreement dated [Agreement Date], we have completed the following milestones:

- [Milestone 1 Description]
- [Milestone 2 Description]
- [Milestone 3 Description]

As stipulated in our contract, we are now eligible to receive a total of [Amount Requested] for the completed work.

Please find attached the necessary documentation supporting our claim, including invoices and progress reports.

We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]