

Request for Payment Schedule

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a detailed payment schedule for our ongoing project, [Project Name/Description]. As we progress, it is essential for us to manage our financial planning effectively.

Could you please provide the following information:

- Payment milestones and their corresponding amounts
- Expected dates for each payment
- Any conditions that must be met before payments are made

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]