

Contractor Early Project Completion Request for Payment

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Request for Payment Due to Early Project Completion

I hope this message finds you well. I am writing to formally request payment for the completed work on [Project Name/Description], which was finished ahead of the scheduled timeline.

As per our agreement dated [Contract Date], the anticipated completion date was [Original Completion Date]. However, I am pleased to inform you that we successfully completed the project on [Actual Completion Date]. This early completion not only demonstrates our commitment to efficiency but also offers you the benefit of advanced project readiness.

In accordance with our contract, I hereby submit an invoice for the completed work totaling [Amount Due]. I have attached all relevant documents and invoices for your review.

I appreciate your prompt attention to this matter and look forward to your positive response. Should you have any questions or require further details, please do not hesitate to contact me.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]