

# Invoice for Progress Payment

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Subject: Claim for Progress Payment for [Project Name/Number]

Dear [Client's Name],

We are writing to submit our claim for progress payment as per the terms of our contract dated [Contract Date]. As of [Date of Claim], we have completed the following work:

- [Description of completed work item 1]
- [Description of completed work item 2]
- [Description of completed work item 3]

The total amount due for the completed work is [Amount]. Please find attached the necessary documentation to support our claim, including:

- Invoice #[Invoice Number]
- Work completion certificates
- Photos of completed work

We kindly request the payment to be processed by [Due Date].

Thank you for your prompt attention to this matter. Should you have any questions or require further documentation, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]