

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Interim Payment Request

Dear [Client's Name],

I hope this message finds you well. As per our agreement dated [Contract Date], we are submitting this interim payment request for the work completed on [Project Name] up to [Date].

Details of the interim payment requested are as follows:

- Contract Number: [Contract Number]
- Period of Work: [Start Date] to [End Date]
- Total Amount Due: \$[Amount]
- Description of Work Completed: [Brief Description]

Attached are all relevant documents, including:

- [Document 1]
- [Document 2]
- [Document 3]

Please process this interim payment at your earliest convenience. Should you have any questions or require additional information, do not hesitate to contact me directly.

Thank you for your attention to this matter. We appreciate your prompt processing of this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]