

Monthly Payment Application

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

From: [Your Company Name]

Address: [Your Company Address]

Subject: Monthly Payment Application for [Project Name]

Dear [Client's Name],

We are pleased to submit our monthly payment application for the work completed on [Project Name] for the period of [Start Date] to [End Date]. Below is the summary of the work completed and the amount due:

Summary of Work Completed:

- Task 1: [Details]
- Task 2: [Details]
- Task 3: [Details]

Payment Requested:

Total Amount Due: \$[Amount]

Please find attached all relevant documentation to support our application, including:

- Invoices
- Progress reports
- Signed time sheets

We appreciate your prompt attention to this matter and look forward to your approval of this payment application.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]