

# Partial Payment Application

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Partial Payment

I hope this message finds you well. As per the agreement dated [Insert Agreement Date], I am writing to formally request a partial payment for the work completed to date on [Project Name/Description]. The details of the work completed are as follows:

- Description of work completed #1
- Description of work completed #2
- Description of work completed #3

The total amount due for the completed work is [Insert Amount]. After applying the previously made payments, the outstanding amount to be paid now stands at [Insert Amount].

Attached to this letter are the necessary documents, including invoices and relevant work completion reports, to support this request.

I kindly ask that the payment be processed at your earliest convenience, as it will greatly assist in the continuous progress of the project.

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]