

Payment Application for Work Completed

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Payment Application for [Project Name/Contract Number]

Dear [Client's Name],

I am writing to formally submit my application for payment for the work completed on [Project Name/Description]. In accordance with our contract dated [Contract Date], the following work has been accomplished:

- [Description of Work Completed 1]
- [Description of Work Completed 2]
- [Description of Work Completed 3]

Based on the agreement, I am requesting a payment of [Amount Due] for the services rendered. Please find attached the relevant documentation, including:

- Invoices
- Work Completion Certificates
- Photographs of Completed Work

I appreciate your prompt attention to this matter and look forward to receiving the payment by [Payment Due Date]. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]