

Progress Billing Request

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. We are writing to submit our progress billing request for the ongoing project at [Project Location]. As of [Billing Period], we have completed significant milestones in accordance with the project schedule.

Below is a summary of the work completed to date:

- Milestone 1: [Description] - [Amount]
- Milestone 2: [Description] - [Amount]
- Milestone 3: [Description] - [Amount]

The total amount due for this billing period is [Total Amount]. Please find attached the detailed invoice and relevant documentation for your review.

We appreciate your attention to this matter and look forward to your prompt payment. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]