

Progress Payment Request

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We are writing to request the progress payment for the work completed on [Project Name] as per our contract dated [Contract Date]. As of today, we have achieved the following milestones:

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

According to our agreement, the total payment due for this progress is [Insert Amount]. Please find attached the necessary documentation to support this request including invoices and progress reports.

We appreciate your prompt attention to this matter and look forward to your response. Should you have any questions or require additional details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]