

Payment Agreement Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Reminder for Scheduled Payment - Construction Project

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming scheduled payment for the construction project at [Project Address/Location]. As per our payment agreement dated [Agreement Date], the next payment of [Amount] is due on [Due Date].

Details of the Payment:

- Project Name: [Project Name]
- Payment Due: [Amount]
- Due Date: [Due Date]
- Payment Method: [Payment Method]

If you have any questions or require further clarification regarding this payment, please feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to your prompt payment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]