

Construction Project Payment Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Update on Upcoming Installments for Construction Project

Dear [Recipient's Name],

We are writing to provide you with an update regarding the payment schedule for the upcoming installments related to the [Project Name/Description]. This is a reminder of the agreed payment plan as per our contract.

Upcoming Installments:

- Installment 1: [Amount] due on [Due Date]
- Installment 2: [Amount] due on [Due Date]
- Installment 3: [Amount] due on [Due Date]

We kindly ask you to ensure the timely processing of these payments to avoid any disruptions in the project timeline. Should you have any questions or require further clarification, please feel free to reach out to us.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]