

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Discussion on Milestone Payment for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the upcoming milestone payment associated with our ongoing construction project, [Project Name]. As we approach this milestone, I wanted to ensure that all parties are aligned on the expectations and timelines for payment.

As per our contract dated [Contract Date], the payment for this milestone is due upon completion of the following deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

We anticipate reaching this milestone on or before [Anticipated Completion Date]. Please confirm that everything is on track from your end and let us know if there are any concerns that we should address prior to the payment being processed.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]