

**Date:** [DD/MM/YYYY]

**To,**

The Manager

[Client Company Name]

[Client Address]

## **Subject: Application for Advance Payment**

Dear Sir/Madam,

We, [Your Company Name], are submitting this application to kindly request an advance payment against our contract [Contract Number/Project Name], dated [Contract Date], for the supply/provision of [Goods/Services Description].

As per the agreed terms, we are eligible to receive an advance payment of [Amount & Currency], which will facilitate the timely mobilization and commencement of work. We assure you that the advance amount will be adjusted as per the terms outlined in the contract.

Kindly find attached all necessary documents, including the invoice and advance payment request form, for your consideration and prompt processing.

We appreciate your cooperation and look forward to your positive response.

Thank you.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Your Company Name]

[Contact Details]

### **Important Notes:**

- Ensure all supporting documents and references to contract/agreement are attached.
- Clearly mention the amount and the purpose for which the advance is requested.
- State the manner of adjustment or settlement of the advance, as agreed in the contract.
- Ensure the letter is signed by an authorized signatory of your organization.
- Keep a copy of the submitted application for your records.