

Contract Payment Request Letter

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Payment under Contract No. [XXXX]

Dear [Recipient Name],

This letter serves as a formal request for the release of payment as stipulated in the terms of Contract No. [Contract Number], dated [Contract Date], between [Your Company/Name] and [Recipient/Client Name].

We have completed the following milestone(s)/deliverable(s) as per the agreement:

- [Brief description of completed work/milestones]
- [Another milestone/deliverable, if any]

Accordingly, we kindly request the payment of [Amount Due] as per the terms outlined in the contract. Please find the following documents attached for your reference:

- Copy of relevant invoices
- Completion/Delivery reports
- Any other supporting documentation

Kindly process the payment at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]

Important Notes:

- Ensure all contract and invoice details are correct and up to date.
- Attach all necessary supporting documents for faster processing.
- Follow up with the recipient if payment is not received within the expected timeframe.
- Keep copies of all correspondence for your records.