

# Partial Payment Request Letter

**Date:** [Insert Date]

**To:**

[Recipient's Name]

[Recipient's Designation]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

**Subject:** Request for Partial Payment Against [Project/Invoice/Order Name]

Dear [Recipient's Name],

I am writing to formally request a partial payment for the work completed under [Project/Invoice/Contract Name/Number], dated [Start Date/Contract Date]. As per our agreement, we have completed [Percentage/Portion] of the assigned tasks as of [Date/Stage].

Please find attached the progress report and relevant documentation supporting the completed milestone(s). We kindly request the release of partial payment amounting to [Amount, e.g., \$XX,XXX] in accordance with the payment terms specified in the contract.

Your prompt attention to this request will help us ensure continued smooth progress on this project. Should you require further clarification or supporting documents, please feel free to contact me at [Your Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position/Title]

[Company/Organization Name]

[Contact Information]

## Important Notes:

- Ensure all supporting documents (progress reports, invoices, etc.) are attached to the letter.
- Check the payment terms specified in your contract prior to making the request.
- Clearly mention the work completed and the corresponding amount requested.
- Retain a copy of the letter and any correspondence for your records.
- Follow up with the recipient if you do not receive a timely response.