

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Client's Name]  
[Client's Position]  
[Client's Company Name]  
[Client's Address Line 1]  
[Client's Address Line 2]  
[City, State ZIP Code]

Dear [Client's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] regarding the [Project Name/Description], as per our mutual agreement dated [Contract/Agreement Date].

To ensure the timely commencement and smooth execution of the project, we kindly request an advance payment of [Amount/Percentage] of the total project cost. This advance will be utilized to cover initial expenses, including procurement of materials, mobilization of resources, and other preliminary operational costs necessary for the project's initiation.

As detailed in our contract, the advance payment is structured to correspond with the completion of specific project milestones. This approach helps ensure transparency and accountability for both parties. Upon receipt of the advance, we will promptly provide a detailed breakdown of expenditures and keep you updated on the project's progress.

Kindly let us know if you require any further documentation or clarification to facilitate this request. We appreciate your cooperation and look forward to continuing our productive partnership.

Please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]