

Advance Payment Notification Letter

Subject: Advance Payment Notification - Project #[Project ID]

Dear [Vendor/Service Provider],

Please be advised that an advance payment has been issued in accordance with our agreement dated [Agreement Date].

Payment Details:

Amount: \$[Amount]

Payment Date: [Date]

Method: [Payment Method]

Reference: [Transaction ID]

This advance payment represents [percentage]% of the total project cost as stipulated in our contract. The remaining balance of \$[Remaining Amount] will be remitted upon project completion and final approval.

Please acknowledge receipt of this payment and provide a receipt for our records. Work may commence as scheduled on [Start Date].

Should you have any questions or require clarification, please contact our accounts department.

Respectfully,

[Your Name]

[Company Name]

[Contact Details]

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