

Subject: Payment Request: [Project Name] - [Milestone Name] Completed

Dear [Client Name],

I am writing to inform you that the work for **[Milestone Name]** under the project **[Project Name]** has been successfully completed as of [Completion Date].

Attached to this email, please find Invoice #[Invoice Number] for the amount of [Amount Due]. This payment covers the deliverables associated with this milestone, specifically:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

As per our agreement, payment is due by [Due Date]. You can complete the payment via [Payment Method: e.g., Bank Transfer, PayPal, Online Portal].

Please let me know if you have any questions regarding the completed work or the attached invoice. Once payment is confirmed, we will proceed immediately with the next phase of the project.

Thank you for the opportunity to work on this project.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]