

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]

Subject: Payment Request for Shortlist Presentation Phase - [Project Name]

Dear [Recipient Name],

Following our recent presentation for the [Project Name] on [Date], we are submitting this formal request for payment as outlined in the project agreement.

According to the terms of the Request for Proposal (RFP) dated [Date], a shortlist presentation fee of [Amount] is due upon completion of this selection phase.

Please find the payment details below:

- **Invoice Number:** [Number]
- **Phase:** Shortlist Presentation Phase
- **Amount Due:** [Amount]
- **Due Date:** [Date]

Payment can be made via [Bank Transfer/Check/Online Portal]. Our banking details are attached to the enclosed invoice.

We appreciate the opportunity to present our proposal and look forward to your decision regarding the next steps of the project.

Sincerely,

[Your Name]
[Your Title]