



**I'm not a robot!**

## Asking for advance payment email

How to write email for advance payment request. How do i politely ask for an advance payment. How do i write a letter asking for an advance payment. How to ask for advance payment politely email.

### ADVANCE SALARY REQUEST FOR HOUSE MAINTENANCE

To: Director  
{{Name}}  
{{Company}}  
{{Address}}  
  
Subject: Application for Advance Salary for House Maintenance  
  
Dear Sir/Madam,  
  
I am {{Name}}, working with {{Company}} since {{Period}} as {{Occupation}}.  
I am writing to request you for an advance salary of {{Period}} for house maintenance. I would deposit three cross cheques in the name of the company for {{Period}} salary as security as per company policy.  
Furthermore, I am going to marry within {{Period}} and I request you to issue the advance salary within a week so I will complete the house maintenance and marriage arrangements. I will be thankful to you.  
  
Truly yours,  
{{Name}}  
{{Occupation}}

## Asking for advance payment from client email.

### SAMPLE REQUEST FOR ADVANCE

(GRANTEE LETTERHEAD)

(DATE)

Vincent R. Sculco  
NYS Department of State  
Office of Coastal, Local Government, and  
Community Sustainability  
99 Washington Avenue  
One Commerce Plaza - Suite 1010  
Albany, NY 12231

To Mr. Sculco:

Please allow this letter to serve as our request to receive an advance payment from the Brownfield Opportunity Areas State Assistance Contract (Insert contract #).

The \_\_\_\_\_ hereby requests a 25% advance payment, in the amount of \$\_\_\_\_\_. Please note that costs incurred and paid from the advance must be accounted for in the subsequent payment request. Furthermore, the advance will be deducted from the total amount of reimbursement requested.

If you have any questions or need additional information to process this request, please contact \_\_\_\_\_ at (\_\_\_\_\_) \_\_\_\_\_.

**THIS LETTER MUST BE SIGNED BY THE DESIGNATED AUTHORIZED  
REPRESENTATIVE AS INDICATED IN THE RESOLUTION SUBMITTED BY THE  
RECIPIENT.**

Sincerely,

Your production work will start on receipt of the advance. Payment can be made online or by cheque to the following bank details: Name: ..... A/C No: ..... Bank Name: ..... IFSC Code: ..... Thanking you. Sincerely. Your name. Sub: Advance payment request. Dear Sir/Madam. This is in reference to your work order no. #2145 dated 15 Oct 2022, you are required to pay an advance amount of 35,000 Rs i.e. 50% of the total order value. Please make the first payment by 21 Oct 2022 and the balance by 30 Oct 2022 So we can get on with our next production. We hope that the payment will be made in time. Thanking you. Kind Regards, Your name. Designation. Sub: Request for advance payment. Dear [Client Name], I hope you are doing well. This is an advance payment request for your order no. #1424 dated [date].

### ADVANCE SALARY REQUEST FOR HOUSE MAINTENANCE

To: Director  
{{Name}}  
{{Company}}  
{{Address}}  
  
Subject: Application for Advance Salary for House Maintenance  
  
Dear Sir/Madam,  
  
I am {{Name}}, working with {{Company}} since {{Period}} as {{Occupation}}. I am writing to request you for an advance salary of {{Period}} for house maintenance. I would deposit three cross cheques in the name of the company for {{Period}} salary as security as per company policy. Furthermore, I am going to marry within {{Period}} and I request you to issue the advance salary within a week so I will complete the house maintenance and marriage arrangements. I will be thankful to you.  
  
Truly yours,  
{{Name}}  
{{Occupation}}

You are required to pay an advance of 20%, i.e 15,000 Rs of the total purchase value. Your order will be confirmed after receipt of the advance money. So please proceed with payment as soon as possible. Thanking you. Regards, Your name, Designation. Sub: Advance payment request. Dear [Customer name], Thank you for becoming a valued customer of ABC Pvt Ltd.

