

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Advance Payment Agreement

Dear [Recipient's Name],

This letter serves as an agreement regarding the advance payment for [specific goods/services] to be provided by [Your Company Name] to [Recipient's Company/Name].

1. **\*\*Amount of Advance Payment\*\***: The total amount being paid in advance is [Amount in Words] ([Amount in Numbers]).

2. **\*\*Purpose of Advance Payment\*\***: This advance payment is made for [specific purpose, e.g., securing a service, purchasing materials, etc.].

3. **\*\*Payment Terms\*\***:

- The advance payment will be made on or before [Date].
- The remaining balance will be due on [Due Date].

4. **\*\*Conditions\*\***: [Include any conditions related to the advance payment, such as refund policy, cancellation terms, etc.]

5. **\*\*Signatures\*\***: This agreement is binding once signed by both parties. Please sign below to acknowledge your acceptance of this advance payment agreement.

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Recipient's Signature]

[Recipient's Printed Name]

[Recipient's Job Title]

[Recipient's Company Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]