



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

<<CurrentDate>>

<<CustFirst>> <<CustLastName>>

<<CustTitle>>

<<CustCompany>>

<<CustAddress1>>

<<CustAddress2>>

<<CustCity>>, <<CustState>> <<CustPostalCode>>

Re: Request to Expedite Payment on << Insert Contract Name or Number >>

<<CustSalutation>> <<CustLastName>>,

Due to circumstances beyond our control, we have been unable to complete << Insert whatever project portion or milestone you have been unable to meet >>.

We are currently experiencing cash flow difficulties that affect our ability to carry on our work. Therefore, we respectfully request that you immediately release a payment of << Insert amount or percentage of contract payment requested >> for the contract named above, leaving << Insert amount or percentage remaining due >> due on completion, which will protect you and allow us to efficiently continue operations.

Please find attached the invoice for the

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/debt-credit-contracts/request-to-expedite-payment-letter-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

