Annex VIII: Advance Payment Request Template

ORGANIZATION LETTERHEAD / LOGO

Date: **DAY MONTH YEAR**

To: Procurement and Contracts Officer
Iraq Operations Center
U.N. Office for Project Services
Amman – Jordan

Subj. Invoice **(Ref. CONTRACT NUMBER)**

Dear Sir,

With reference to our contract with UNOPS **(CONTRACT NUMBER)**, dated **Day Month Year**, and in reference to Article 3.7 of the contract, you are kindly requested to release the advance installment of the contract budget, amounting to **US$ XXX. This will enable ORGANIZATION NAME** to start implementing our project activities as per our workplan.

Kindly transfer the requested amount to our bank account as explained below:

BANK NAME
ACCOUNT NUMBER
ADDRESS

With best regards

NAME

POSITION

ORGANIZATION