


# Emily Davis

## Freelance Graphic Designer

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### To Mark Taylor

Dear Mark Taylor,

I hope you're doing well. I am writing to request a cash advance of \$1,500 for the current branding project we are working on, titled "TechTrend Rebrand." As we agreed, the total payment for the project will be \$5,000, but due to unforeseen personal expenses, I am kindly requesting an advance of \$1,500 to help me continue focusing on delivering high-quality work.

If this advance is approved, I will ensure that the remaining balance is paid upon completion of the project or at the agreed-upon milestone. Your support in this matter would be deeply appreciated and will ensure the timely and efficient progress of the work.

Thank you very much for your understanding, and please feel free to reach out if you would like to discuss any details further.

Best regards,

Emily Davis