

Letter of Acknowledgment for Partial Payment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your partial payment in the amount of [Insert Amount] received on [Insert Date].

Your outstanding balance is now [Insert Remaining Balance]. We appreciate your commitment to fulfilling your payment obligations and thank you for your promptness.

If you have any questions regarding your account or payment, please feel free to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]