

# Confirmation of Partial Payment

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of your partial payment towards your outstanding balance with us. Below are the details of the transaction:

**Invoice Number:** [Insert Invoice Number]

**Total Amount Due:** [Insert Total Amount]

**Amount Paid:** [Insert Amount Paid]

**Remaining Balance:** [Insert Remaining Balance]

**Date of Payment:** [Insert Date of Payment]

We appreciate your prompt payment. Please note that the remaining balance is due by [Insert Due Date]. If you have any questions or concerns, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]