

Confirmation of Partial Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your partial payment of [Insert Amount] on [Insert Date]. This payment has been applied towards your outstanding balance of [Insert Total Amount Due].

Your current balance is now [Insert New Balance Amount]. We appreciate your timely payment and encourage you to continue to fulfill the remaining amount by [Insert Due Date for Remaining Balance].

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]