

# Notification of Partial Payment Acceptance

Date: [Insert Date]

From: [Your Company Name]

To: [Client's Name]

Subject: Acceptance of Partial Payment

Dear [Client's Name],

We would like to inform you that we have received your partial payment of [Amount Paid] towards your outstanding balance of [Total Amount]. We appreciate your effort in making this payment.

As of today, your remaining balance is [Remaining Balance]. Please note that the due date for the remaining amount is [Due Date]. We kindly ask you to ensure that the remaining balance is settled by the due date to avoid any late fees or service disruptions.

Thank you for your attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]