

Receipt for Partial Payment

Date: [Insert Date]

Receipt No: [Insert Receipt Number]

Received From: [Customer Name]

Address: [Customer Address]

Amount Received: \$[Insert Amount]

Payment Method: [Insert Payment Method]

Sales Invoice No: [Insert Invoice Number]

This receipt acknowledges the partial payment made towards the total invoice amount of \$[Insert Total Amount].

The remaining balance of \$[Insert Remaining Amount] is due by [Insert Due Date].

Thank you for your payment!

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]