

# Partial Payment Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for your recent payment of [insert amount] towards your outstanding balance of [insert total amount]. We have received your partial payment and appreciate your effort in settling this account.

Your current outstanding balance now stands at [insert remaining balance]. Please ensure that the remaining balance is paid by [insert due date] to avoid any late fees or service interruptions.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]