Thank You for Your Payment

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Client's Name],

We would like to express our sincere gratitude for your partial payment of [Amount] received on [Date]. Your prompt attention to this matter is greatly appreciated.

As per our agreement, the remaining balance is [Remaining Amount]. Please do not hesitate to reach out if you have any questions regarding your account or our services.

Thank you once again for your cooperation. We look forward to continuing our business relationship.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]