

# Validation of Partial Payment Received

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hereby acknowledge the receipt of your partial payment of [Insert Amount] towards your outstanding balance of [Insert Total Amount]. This payment was received on [Insert Payment Date] and has been applied to your account.

The remaining balance now stands at [Insert Remaining Amount]. We appreciate your commitment to fulfilling your obligation and we encourage you to complete the payment by the due date of [Insert Due Date].

If you have any questions regarding your account or payment status, please feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]