

# Verification of Partial Payment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as verification that a partial payment in the amount of [Partial Payment Amount] has been processed towards the total due of [Total Amount Due] for invoice number [Invoice Number].

The payment was received on [Payment Date] and has been credited to your account.

The outstanding balance after this payment is [Outstanding Balance].

If you have any questions regarding this transaction, please do not hesitate to reach out to me directly.

Thank you for your prompt payment.

Sincerely,

[Your Name]  
[Your Title]