

Loan Payment Acknowledgment

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

To:

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to formally acknowledge receipt of your partial payment towards the loan agreement dated [Insert Loan Agreement Date]. As per our records, we have received a payment of [Insert Amount] on [Insert Payment Date].

This partial payment has been applied to your outstanding balance, which now stands at [Insert New Balance]. Please note that while you have made this payment, the full loan amount remains due as per the original terms of the agreement.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]