

Partial Payment Acceptance Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Email: [Customer's Email]

Dear [Customer's Name],

We acknowledge the receipt of your partial payment of [Insert Amount] towards your outstanding balance of [Insert Total Amount]. Thank you for your prompt response in addressing this matter.

Your current remaining balance is now [Insert Remaining Amount]. We appreciate your effort to settle your account and would like to encourage you to make the remaining payment by [Insert Due Date] to avoid any late fees.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]