

# Letter of Acknowledgment of Partial Payment Received

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your partial payment of \$[Amount] towards invoice #[Invoice Number], which was due on [Due Date]. We appreciate your timely payment and commitment to settling the outstanding balance.

As of today, the remaining balance on your account is \$[Remaining Amount]. We kindly ask that this amount is settled by [New Due Date]. If you have any questions or concerns regarding your account or payment terms, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]