

Confirmation of Agreed Partial Payment

Date: **[Date]**

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear **[Recipient's Name]**,

We are writing to confirm the agreement regarding the partial payment for the outstanding balance of **[Invoice Number]** dated **[Invoice Date]**.

As per our mutual agreement, we acknowledge the receipt of **[\$[Amount]]** on **[Payment Date]**. This payment applies to the total outstanding balance of **[\$[Total Amount]]**, leaving a remaining balance of **[\$[Remaining Balance]]**.

Please refer to the following details for your records:

- Amount Received: **[\$[Amount]]**
- Payment Method: **[Payment Method]**
- Transaction Reference: **[Transaction Reference]**

Should you have any questions or require further details, please feel free to contact us at **[Your Contact Information]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]