

Letter of Inquiry Regarding Partial Payment Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the partial payment that was discussed in our previous correspondence dated [Insert Date of Previous Correspondence]. As of today, I have not yet received confirmation regarding the payment's processing.

Please let me know if the payment has been initiated, or if any further information is needed from my side to expedite the process. Your prompt response would be greatly appreciated, as it will assist me in managing my ongoing commitments.

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position, if applicable]