

Notification of Partial Payment Due

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that a partial payment is due on your account. As of today, we have received a payment of [Insert Amount Received], and the remaining balance is [Insert Remaining Amount].

Please arrange to settle the outstanding amount by [Insert Due Date] to avoid any late fees or service interruptions.

If you have already submitted your payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]