

Acceptance of Partial Payment Agreement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

We are writing to confirm our acceptance of your proposal for a partial payment agreement regarding the outstanding balance of [amount owed]. We appreciate your commitment to resolving this matter and have outlined the terms below:

Agreement Terms:

- Total Amount Owed: [Total Amount]
- Agreed Partial Payment: [Agreed Amount]
- Payment Due Date: [Due Date]
- Balance Remaining: [Remaining Balance]
- Future Payment Schedule: [Details of Future Payments]

Please sign and return this letter as an acknowledgment of your acceptance of the terms stated above. We look forward to your compliance and appreciate your efforts in this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]

Signature: _____