

Letter of Acknowledgment of Partial Payment

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 acknowledge receipt of your partial payment in the amount of [Insert Amount] received on [Insert Date]. This payment has been applied to your outstanding balance of [Insert Total Amount Owed].

Your remaining balance is [Insert Remaining Amount]. We appreciate your efforts to fulfill your payment obligations and look forward to your continued commitment.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your payment.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]