

Partial Payment Acceptance Letter

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],

Subject: Acceptance of Partial Payment Arrangement

We are writing to confirm that we have received your request for a partial payment arrangement regarding your outstanding balance of [Insert Total Amount Due]. After careful consideration, we are willing to accept a partial payment of [Insert Amount to be Paid] on [Insert Payment Date]. This arrangement will allow you to pay off the remaining balance of [Insert Remaining Balance] by [Insert Final Payment Date].

Please ensure that the agreed payment is made on the specified date to continue the arrangement smoothly. In the event that you need to discuss any further details or adjustments to this arrangement, do not hesitate to reach out to us.

We appreciate your commitment to resolving this matter and look forward to your cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]