Confirmation of Part Payment Received

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of your part payment in the amount of [Insert Amount] for [Insert Description of Product/Service]. This payment was received on [Insert Date of Payment].

As per our agreement, the total amount due is [Insert Total Amount]. The remaining balance of [Insert Remaining Amount] is due by [Insert Due Date].

Thank you for your prompt payment. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]