

Notification of Approved Partial Payment

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for a partial payment has been approved. The details of the transaction are as follows:

- Amount Approved: [Insert Amount]
- Payment Reference Number: [Insert Reference Number]
- Date of Payment: [Insert Payment Date]

Please allow [Insert Timeframe] for the payment to be processed and reflected in your account.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]