

Partial Payment Acceptance Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the acceptance of your partial payment regarding invoice #[Invoice Number]. We appreciate your effort to fulfill your financial obligation, and we understand that circumstances may require flexibility in payment.

Details of the payment received:

- Invoice Number: [Invoice Number]
- Original Amount Due: \$[Original Amount]
- Partial Payment Amount: \$[Partial Payment Amount]
- Remaining Balance: \$[Remaining Balance]
- Date of Payment: [Payment Date]

The remaining balance of \$[Remaining Balance] is due by [New Due Date]. We kindly ask that you make arrangements to settle this amount by the specified date.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]