Payment Acknowledgment

Date: [Insert Date]

To:

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Acknowledgment of Partial Payment

Dear [Contractor Name],

We hereby acknowledge receipt of your partial payment in the amount of [Insert Amount] for the construction project located at [Insert Project Address]. This payment is for the work completed up to [Insert Date or Project Milestone].

The total contract amount is [Insert Total Amount], and this partial payment has been noted in our records. The outstanding balance now stands at [Insert Outstanding Amount].

We appreciate your prompt payment and look forward to continuing our work together to complete the project successfully. If you have any questions regarding this acknowledgment or the project, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]