

# Partial Payment Invoice Acceptance

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Invoice Number: [Insert Invoice Number]

Dear [Client's Name],

This letter serves to confirm our acceptance of your partial payment for the invoice referenced above. We appreciate your prompt communication regarding your payment situation.

As per our agreement, we acknowledge the partial payment of [Insert Amount] received on [Insert Payment Date]. The remaining balance of [Insert Remaining Balance] is due by [Insert Due Date].

Should you have any questions or require further arrangements, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]