

Partial Payment Acknowledgment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We would like to acknowledge receipt of your partial payment for Invoice #[Invoice Number], dated [Invoice Date].

Amount Received: \$[Amount]

Remaining Balance: \$[Remaining Amount]

Thank you for your prompt payment. Should you have any questions regarding this invoice or payment, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]