

# Partial Payment Agreement

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to confirm the arrangement for the partial payment of Invoice #[Invoice Number], originally due on [Original Due Date].

The total amount due for this invoice is [Total Amount]. We have agreed that a partial payment of [Agreed Amount] will be made by [Payment Date]. The remaining balance of [Remaining Amount] will be due by [Final Payment Date].

We appreciate your cooperation and understanding in this matter. Please do not hesitate to reach out if you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]