

Partial Payment Invoice Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to confirm the receipt of your partial payment for Invoice #[Invoice Number], originally dated [Invoice Date].

Amount Due: \$[Total Amount]

Amount Received: \$[Payment Amount]

Remaining Balance: \$[Remaining Balance]

Thank you for your prompt payment. Please feel free to reach out if you have any questions regarding this invoice.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]