

Partial Payment Invoice Terms Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to clarify the terms of the recent invoice #[Invoice Number] regarding the partial payment agreement we have established.

As per our agreement, the total amount due for the services provided is [Total Amount]. However, we understand that a partial payment of [Partial Amount] has been arranged on [Payment Date]. This partial payment will be applied towards the balance due, with the remaining amount of [Remaining Amount] scheduled for payment by [Due Date].

Please ensure that all payments are made by their due dates to avoid any late fees or service interruptions.

If you have any questions or need further clarification regarding this matter, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]