

Partial Invoice Payment Update

Dear [Recipient's Name],

We are writing to inform you about the recent updates regarding your invoice #[Invoice Number]. We have received your partial payment of [Amount Received] on [Date of Payment]. Thank you for your promptness in addressing this matter.

Please note that the remaining balance of [Remaining Amount] is due on [Due Date]. You can make the payment via [Payment Methods], and if you have any questions, feel free to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]