

Partial Payment Status Email

Subject: Partial Payment Processed - Remaining Balance Update

Dear [Recipient Name],

I am notifying you that a partial payment has been processed for invoice #[Invoice Number].

Payment Summary:

Partial Payment Amount: \$[Amount Paid]

Payment Date: [Date]

Original Invoice Total: \$[Original Amount]

Remaining Balance: \$[Outstanding Amount]

This partial payment covers [specific items/services] as agreed upon in our recent discussion. The remaining balance of \$[Outstanding Amount] is scheduled for payment on [Future Date], pending [condition/milestone completion].

We appreciate your flexibility in accepting this payment arrangement. Please update your records to reflect this partial payment and the adjusted outstanding balance.

If you have any questions about this payment schedule or need to discuss alternative arrangements, please contact me directly.

Thank you for your continued cooperation.

Best regards,

[Your Name]

[Department]

[Phone/Email]

Get more templates here:

<https://www.lettersandtemplates.com/letters/notification-of-payment-letter>