

Acknowledgement of Partial Payment

Subject: Acknowledgement of Partial Payment

Dear [Customer Name],

We confirm receipt of a partial payment of [Amount] towards invoice [Invoice Number] dated [Invoice Date]. The remaining balance of [Balance Amount] is due by [Due Date]. Please let us know if you need any clarification regarding the balance.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Company Name]

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