

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Partial Payment - Account #[Account Number]

Dear [Recipient Name],

We are writing to acknowledge receipt of your payment in the amount of \$[Amount Paid], received on [Date]. This payment has been applied to your outstanding balance for [Invoice/Reference Number].

After applying this payment, your remaining balance is \$[Remaining Balance].

Please be advised that the full balance is due by [Due Date]. We kindly request that you settle the remaining amount at your earliest convenience to keep your account in good standing.

If you have already sent the remaining payment or if you have any questions regarding your account, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]
[Sender Title]
[Agency Name]