

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[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 the receipt of your partial payment in the amount of \$[Amount Paid], received on [Date].

This payment has been applied to your outstanding balance. However, please be advised that a remaining balance of \$[Remaining Balance] is still past due. Your account status will remain in "Collection" until the full balance is resolved.

Current Account Summary:

- Original Balance: \$[Original Amount]
- Total Payments Received: \$[Total Paid]
- Current Balance Due: \$[Remaining Balance]

To avoid further collection actions or impacts on your credit standing, please remit the remaining balance by [Due Date]. If you are unable to pay the full amount, please contact our billing department immediately at [Phone Number] to discuss a formal payment arrangement.

If you have already sent the remaining payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Title]