

Company Name
Company Address
City, State, ZIP Code

Date: June 25, 2024

To:
Mr. John Doe
123 Example Street
City, State, ZIP Code

Subject: Payment Acknowledgement Letter for Partial Settlement

Dear Mr. Doe,

We acknowledge receipt of your partial payment towards the outstanding balance on your account with reference number **AC123456**.

The details of your partial payment are as follows:

Amount Received: \$1,000.00

Payment Date: June 24, 2024

Outstanding Balance After Payment: \$2,500.00

We appreciate your effort in making this payment, and this letter confirms that the above amount has been credited to your account accordingly.

Please note that the remaining balance is still due, and we kindly request you to arrange for its settlement at your earliest convenience to avoid any applicable late charges or interruptions of service.

Should you have any questions regarding your account or wish to discuss a payment arrangement, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

Jane Smith
Accounts Receivable
Company Name
Phone: (123) 456-7890
Email: accounts@company.com

Important Notes:

- This letter only acknowledges receipt of a partial payment, not full settlement.
- The remaining balance must be paid as agreed to avoid penalty or further action.
- Keep this document for your records.
- If there are discrepancies in payment details, contact the issuer immediately.