

Partial Payment Acknowledgement Letter

Date: _____

To,

Subject: **Acknowledgement of Partial Payment**

Dear Mr./Ms. _____,

We hereby acknowledge receipt of a partial payment from you in the amount of Rs. _____ (Rupees
_____ only) on _____ towards the outstanding dues/invoice No. _____
dated _____.

Please note that the balance outstanding amount of Rs. _____ is still payable and we request you
to settle the same at the earliest as per the agreed terms.

This letter serves as an official acknowledgement of the said partial payment received.

For any queries or further clarifications, please feel free to contact us.

Sincerely,

Name & Designation

Company/Organization Name

Important Notes:

- This document does not indicate full settlement of the outstanding dues.
- Records of all partial payments should be maintained for future reference.
- Ensure date, amount, and reference details are accurate.
- This letter can serve as legal proof of amount received.
- Consult with a legal or finance professional for customized content if necessary.