

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Debtor Name],

We are writing to acknowledge receipt of your payment in the amount of \$[Amount Received] received on [Date]. This payment has been applied to your outstanding balance for account #[Account Number].

This letter serves as official confirmation that your remaining balance is now \$[Remaining Balance].

Please note that this partial payment does not constitute a full settlement of the debt. According to our records/previous agreement, the next payment of \$[Next Payment Amount] is due on [Next Due Date].

If you have any questions regarding your account or wish to discuss a payment plan for the remaining balance, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]