

Date: [Insert Date]

To:

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

From:

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

Subject: Receipt and Validation of First Partial Payment

Dear [Customer Name],

This letter serves as official confirmation that we have received your first partial payment for account number [Account Number].

Payment Details:

- **Amount Received:** \$[Amount]
- **Date Received:** [Date]
- **Payment Method:** [Check/Credit Card/Transfer]

Account Summary:

- **Total Original Balance:** \$[Total Amount]
- **Remaining Balance:** \$[Remaining Amount]
- **Next Payment Due Date:** [Date]

We have applied this payment to your balance. Please keep this letter for your records. Your account remains in good standing as long as the agreed-upon payment schedule is maintained.

If you have any questions regarding your remaining balance or future payments, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]
[Company Name]