

Date: [Insert Date]

To:

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

From:

[Company Name]
[Company Address]
[Contact Phone Number]

Subject: Debt Validation Notice and Receipt of Partial Payment

Dear [Customer Name],

This letter serves as formal notification regarding the status of your account: **[Account Number]**.

1. Receipt of Partial Payment

We hereby acknowledge receipt of your payment in the amount of **[\$[Amount Paid]]**, received on **[Date Received]**. This payment has been applied to your outstanding balance.

2. Account Summary

As of the date of this letter, your account standing is as follows:

- Original Balance: **[\$[Original Amount]]**
- Total Payments Received: **[\$[Total Paid to Date]]**
- **Current Remaining Balance: **[\$[Remaining Balance]]****

3. Debt Validation Notice

Unless you notify this office within 30 days after receiving this notice that you dispute the validity of the debt, or any portion thereof, this office will assume the debt is valid. If you notify this office in writing within 30 days from receiving this notice that you dispute the debt or any portion thereof, this office will obtain verification of the debt or obtain a copy of a judgment and mail you a copy of such judgment or verification.

If you have any questions or wish to discuss payment arrangements for the remaining balance, please contact our office at **[Phone Number]** during regular business hours.

Sincerely,

[Your Name/Department]
[Company Name]