

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Subject: Acknowledgment of Partial Rent Payment and Outstanding Balance

Dear [Insert Tenant Name],

This letter is to formally acknowledge the receipt of your partial rent payment for the month of [Insert Month/Year].

Payment Details:

- Total Monthly Rent Due: \$[Insert Amount]
- Amount Received: \$[Insert Amount]
- Date Received: [Insert Date]
- **Remaining Balance Due: \$[Insert Amount]**

Please be advised that this partial payment does not constitute a waiver of the remaining balance or the terms of your lease agreement. The outstanding amount of \$[Insert Amount] remains due and must be paid by [Insert Date].

If you have already sent the remaining balance or have any questions regarding this statement, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Landlord Name]
[Company Name, if applicable]
[Contact Information]