

[Landlord Name]  
[Landlord Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Tenant Name]  
[Business Name]  
[Property Address]  
[City, State, Zip Code]

**RE: Acknowledgment of Partial Rent Payment**

Dear [Tenant Name],

This letter is to acknowledge receipt of your payment in the amount of \$[Amount Paid] received on [Date Received]. This payment has been applied toward the total rent due of \$[Total Monthly Rent] for the period of [Month/Year].

Please be advised that after applying this payment, there remains an outstanding balance of \$[Remaining Balance].

As per the terms of your commercial lease agreement dated [Lease Date], please note the following:

- The remaining balance of \$[Remaining Balance] is due by [Due Date].
- A late fee of \$[Late Fee Amount] [has been / will be] applied to your account if the full balance is not cleared by the specified date.
- Acceptance of this partial payment does not constitute a waiver of the Landlord's right to collect the full amount due or to exercise any rights and remedies available under the lease.

Please remit the remaining balance at your earliest convenience to avoid further action. If you have any questions regarding this statement, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]  
[Printed Name]  
[Title/Landlord]