

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Unit: [Unit Number, if applicable]

Subject: Documentation of Partial Rent Payment Received

Dear [Tenant Name],

This letter serves as formal acknowledgment that I have received a partial payment toward your rent for the period of [Month/Year].

Payment Details:

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

Please be advised that the remaining balance of \$[Amount] is due by [Due Date].

Acceptance of this partial payment does not constitute a waiver of the landlord's right to collect the full amount of rent due or to proceed with any legal remedies available under the lease agreement or local law regarding the unpaid balance.

Please contact me immediately at [Phone Number] or [Email Address] to discuss the payment of the remaining balance.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]