

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Dear [Insert Tenant Name],

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

Payment Details:

Total Rent Due: \$[Insert Total Amount]

Amount Received: \$[Insert Amount Paid]

Remaining Balance: \$[Insert Remaining Balance]

Please note that this letter serves as a receipt for the amount paid only. Acceptance of this partial payment does not waive the landlord's right to collect the full amount due or initiate further action as permitted by the lease agreement.

The remaining balance of \$[Insert Remaining Balance] is expected to be paid by [Insert Due Date].

If you have any questions or wish to discuss a payment plan, please contact me immediately.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Phone Number]