

Date: [Insert Date]

To: [Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Subject: Receipt of Partial Lease Payment

Dear [Tenant Name],

This letter serves as a formal acknowledgment that I have received a partial payment of \$[Amount Received] on [Date Received] for the lease period of [Month/Year].

Please be advised that the total rent due for this period is \$[Total Rent Amount]. Following this partial payment, there remains an outstanding balance of \$[Remaining Balance].

According to our lease agreement, the remaining balance is due by [Due Date]. Please note that acceptance of this partial payment does not waive any rights of the landlord to collect the full amount due or to enforce the terms of the lease agreement.

Current Payment Details:

Total Amount Due: \$[Total Rent Amount]

Amount Paid: \$[Amount Received]

Remaining Balance: \$[Remaining Balance]

Please contact me as soon as possible to confirm when the remaining balance will be paid.

Sincerely,

[Landlord Signature]

[Landlord Name]
[Landlord Phone Number]
[Landlord Email Address]