

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

RE: ACKNOWLEDGMENT OF PARTIAL RENT PAYMENT

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].

Total Rent Due: \$[Insert Amount]

Amount Received: \$[Insert Amount]

Remaining Balance Due: \$[Insert Amount]

Please be advised that acceptance of this partial payment does not waive any rights under the lease agreement, nor does it constitute an agreement to modify the monthly rent amount. The remaining balance is due by [Insert Date].

Failure to pay the remaining balance by the date specified above may result in late fees as outlined in your lease or further collection actions.

Please contact me immediately if you have any questions or wish to discuss a payment plan for the outstanding balance.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]