

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Receipt of Partial Rent Payment

Dear [Tenant Name],

This letter serves as formal acknowledgement that we have received a partial payment for your rent due on [Date Rent Was Due].

Payment Details:

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

Please be advised that this partial payment does not waive the remaining balance due or any late fees incurred as per your lease agreement. The outstanding balance of \$[Amount] must be paid in full by [Date].

Acceptance of this partial payment does not constitute an agreement to change your payment schedule or waive any rights of the landlord under the lease agreement, including the right to proceed with legal action or eviction for non-payment of the full rent amount.

Please contact the management office immediately at [Phone Number] or [Email Address] to discuss your plan for paying the remaining balance.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]