

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

**RE: Notice of Partial Rent Payment Received**

Dear [Tenant's Name],

This letter is to acknowledge that we have received a partial payment for your rent due on [Date Rent Was Due].

**Payment Summary:**

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

Please be advised that the remaining balance of \$[Balance Due] must be paid in full by [Due Date for Remaining Balance] to avoid further action or late fees as outlined in your lease agreement.

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 legal action for the unpaid balance.

Please contact us immediately at [Phone Number] if you have any questions or to confirm when the remaining balance will be paid.

Sincerely,

[Your Signature]

[Your Printed Name]