

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Dear [Tenant Names],

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]
- **Remaining Balance Due: \$[Amount]**

Please be advised that this partial payment does not constitute a waiver of the remaining balance or any late fees that may apply according to your lease agreement. Acceptance of this payment does not stop any legal proceedings currently in progress or planned for the collection of the remaining debt.

Please remit the remaining balance of \$[Amount] by [Date] to avoid further action or additional late charges.

If you have already sent the remaining balance or have any questions regarding this notice, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]

[Management Company Name, if applicable]