

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

**Subject: Acknowledgement of Partial Rent Payment**

Dear [Tenant's Name],

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

The details of the payment received are as follows:

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

Please be advised that this partial payment does not waive any rights under the lease agreement. The remaining balance of \$[Remaining Balance] must be paid by [Date]. Failure to pay the full balance by this date may result in [Late Fees/Further Action].

If you have any questions or wish to discuss a payment plan, please contact me immediately at [Phone Number] or [Email].

Sincerely,

[Your Signature]  
[Your Printed Name]