

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Acknowledgement of Partial Payment and Notice of Outstanding Balance

Dear [Tenant Name],

This letter is to acknowledge receipt of your partial rent payment in the amount of \$[Amount Paid], received on [Date Received]. This payment has been applied to your account for the period of [Rental Period, e.g., October 2023].

Please be advised that after applying this payment, your account still shows an outstanding balance. The details are as follows:

- Total Monthly Rent Due: \$[Total Rent Amount]
- Amount Received: \$[Amount Paid]
- Late Fees (if applicable): \$[Fee Amount]
- **Total Remaining Balance: \$[Remaining Balance]**

Please remit the remaining balance of \$[Remaining Balance] by [Due Date] to avoid further late fees or formal collection action. If you have already sent the remaining funds, please disregard this notice.

If you have any questions regarding this balance or are experiencing financial difficulties, please contact me immediately at [Your Phone Number] or [Your Email Address] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]