

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Subject: Receipt of Partial Payment and Rent Ledger Update

Dear [Insert Tenant Name],

This letter is to acknowledge that we received a partial rent payment of \$[Insert Amount Received] on [Insert Date Payment Received].

According to our records, your total monthly rent is \$[Insert Full Rent Amount]. After applying your recent payment, there is a remaining balance of \$[Insert Remaining Balance] for the month of [Insert Month/Year].

Your rent ledger has been updated as follows:

- Total Rent Due: \$[Insert Full Rent Amount]
- Amount Paid: \$[Insert Amount Received]
- **Current Outstanding Balance: \$[Insert Remaining Balance]**

Please submit the remaining balance of \$[Insert Remaining Balance] by [Insert Due Date] to avoid any late fees as outlined in your lease agreement.

If you have already sent the remaining payment or if you believe there is an error in these calculations, please contact [Insert Contact Person Name] at [Insert Phone Number/Email] immediately.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]