

Acknowledgement for installment payment

Subject: Acknowledgement of Installment Payment

Dear [Recipient's Name],

We acknowledge the receipt of your installment payment of [Amount] on [Date], which has been applied toward your account #[Account Number]. This brings your outstanding balance to [Remaining Amount].

Please continue with the agreed payment schedule to keep your account in good standing. A revised payment statement is enclosed for your records.

Thank you for your cooperation.

Sincerely,

[Your Name]

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