

Provisional partial payment notice

Subject: Partial Payment Advice - Invoice #[Number]

Dear [Recipient],

This message confirms a partial payment against Invoice #[Invoice Number] dated [Date].

Payment Breakdown:

- Total Invoice Amount: \$[Total Amount]
- Partial Payment Made: \$[Partial Amount]
- Outstanding Balance: \$[Remaining Amount]
- Payment Date: [Date]
- Reference: [Number]

The remaining balance of \$[Amount] is scheduled for payment on [Expected Date]. This partial payment arrangement was agreed upon due to [brief reason - cash flow, dispute resolution, etc.].

Please update your records accordingly and contact us if you have any questions about the remaining payment schedule.

Best regards,

[Name]

[Title]

[Company Name]

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