

Partial Payment Confirmation Message

Subject: Partial Payment Received - Invoice #[Invoice Number]

Dear [Customer Name],

We acknowledge receipt of your partial payment of \$[Amount] toward Invoice #[Invoice Number] dated [Invoice Date].

Current Status:

- Original Amount: \$[Original Total]
- Payment Received: \$[Amount Paid]
- Outstanding Balance: \$[Remaining Balance]
- Payment Due Date: [Due Date]

Please remit the remaining balance of \$[Outstanding Amount] by [Due Date] to avoid any late fees or service interruptions. We appreciate your effort to address this account and look forward to receiving the final payment.

If you're experiencing financial difficulties or need to arrange a payment plan, please contact us immediately to discuss available options.

Best regards,

[Accounts Receivable Team]

[Company Name]

[Contact Information]

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