

Letter for Partial Payment Request

A **letter for partial payment request** is a formal document used to ask a client or customer to make a partial payment towards an outstanding invoice or amount due. This letter clearly specifies the amount requested, the reason for partial payment, and the remaining balance to be settled later. It maintains a professional tone, ensuring transparency and fostering good business relationships.

Sample Format

[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient Name],
Subject: Request for Partial Payment of Invoice #[Invoice Number]
I hope this message finds you well. I am writing to discuss the payment of invoice #[Invoice Number], dated [Invoice Date], with a total amount due of [Total Amount]. In order to ensure the continuity of our services and due to [brief reason, e.g., cash flow requirements/specific project milestone], we kindly request a partial payment of [Part]. We greatly appreciate your cooperation in this matter and trust that this arrangement will help both parties to maintain a smooth business relationship. If you have any questions, Thank you very much for your attention and prompt response.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]