

Business Letter for Partial Payment Follow-Up Sample

This document provides a **business letter for partial payment follow-up sample** to help companies professionally request outstanding partial payments from clients. The letter template emphasizes courteous yet firm language, outlines payment details clearly, and reinforces the importance of timely payment to maintain healthy business relationships. It serves as a useful reference for businesses aiming to improve their accounts receivable process by ensuring partial payments are acknowledged and completed promptly.

Sample Letter Template

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position]

[Company Name]

[Company Address]

Dear [Client's Name],

Subject: Follow-Up on Outstanding Partial Payment – Invoice #[Invoice Number]

We appreciate your continued business with [Your Company Name]. We are writing to follow up regarding the partial payment we received for Invoice #[Invoice Number], dated [Invoice Date]. We have noted a payment of [Amount Paid], leaving a remaining balance of [Outstanding Balance].

We kindly request that the outstanding amount be settled at your earliest convenience. Prompt payment will ensure there are no interruptions to the products/services we provide and will help maintain our positive working relationship.

Please find the payment details below for your reference:

- **Invoice Number:** [Invoice Number]
- **Total Amount:** [Invoice Total]
- **Amount Paid:** [Amount Paid]
- **Outstanding Balance:** [Outstanding Balance]
- **Due Date:** [Due Date]

If you have recently made this payment or require any clarification regarding your account, please disregard this letter or contact us at [Contact Information].

Thank you for your prompt attention to this matter. We look forward to continuing our successful business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]