

[Your Company Letterhead]

[Date]

[Client Name]

[Client Position, if applicable]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

[City, State, ZIP Code]

Dear [Client Name],

We hope this message finds you well. We are writing to express our appreciation for your recent partial payment of **[Amount Received]** on your account, Invoice Number **[Invoice Number]** dated **[Invoice Date]**.

As of today, we note that there is an outstanding balance of **[Outstanding Amount]** remaining on the aforementioned invoice. We kindly request that the remaining balance be settled by **[Due Date]** to avoid any late fees or service interruptions.

Please find the payment details below for your reference:

- Total Invoice Amount: **[Total Invoice Amount]**
- Partial Payment Received: **[Amount Received]**
- **Outstanding Balance:** **[Outstanding Amount]**
- Due Date for Remaining Balance: **[Due Date]**

Should you have any questions regarding your account or require any assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We value our relationship and appreciate your prompt attention to this matter.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]