

Date: [Insert Date]

[Customer Name]

[Customer Company Name]

[Customer Address Line 1]

[Customer Address Line 2]

Dear [Customer Name],

We appreciate your continued business with [Your Company Name] and the trust you place in our products/services. We are writing regarding invoice number [Invoice Number], issued on [Invoice Date], reflecting an outstanding balance of [Total Amount Due].

As per our agreed payment terms, we kindly request a partial payment of [Partial Payment Amount] by [Due Date for Partial Payment]. This partial payment will serve as confirmation of your commitment to settling the remaining balance, which is due by [Final Payment Due Date].

Timely payment is essential for us to maintain the high-quality service you expect, and we are committed to continuing our valued business relationship. If there are any concerns or issues regarding this request or your account, please do not hesitate to contact us so we may work together toward a positive solution.

Thank you for your prompt attention to this matter. We look forward to your response and to continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]