

June 29, 2023

Contact Name  
Address  
Address2  
City, State/Province  
Zip/Postal Code

**OBJECT: PLEASE RECEIVE OUR PARTIAL PAYMENT**

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Dear [CONTACT NAME],

This is to inform you that I am in receipt of your letter of [DATE] and I acknowledge that my account is in the arrears in the amount of [AMOUNT].

We have been experiencing some difficulties lately in collecting our accounts receivable and unfortunately the domino theory has become a reality.

In fairness to all of our creditors, I would like to suggest that I send you [AMOUNT] per month for a period of [NUMBER] months in order to satisfy this obligation. I am enclosing the first check for [AMOUNT] as a sign of good faith and am hoping that this proposal will be acceptable to you. It is understood that should we be successful in our attempts to collect some of our larger receivables during the next months, I will be most happy to remit the entire balance owing on this account.

Please let me hear from you regarding the proposal I have outlined. Thank you for your patience and understanding in this regrettable situation.

Sincerely,

Your name  
Your title  
(800) 123-4567  
youremail@yourcompany.com

**Company Name**

Street, City, State/Province, Zip/Postal code Tel: (000) 000-0000 / Fax: (000) 000-0000

[www.yourwebsite.com](http://www.yourwebsite.com)