

RE:

Dear

This will acknowledge receipt of your partial payment of rent for the month of _____ . You have tendered the amount of _____ The full amount due is _____ as you know, leaving a balance of _____ presently due and owing, plus a late charge of _____

We are accepting your partial payment, but by doing so we are in no way waiving our right to collect the outstanding balance. Please contact management at the above telephone number to make arrangements for payment in full.

Sincerely,
