

Partial Payment Reminder

Apt No	Date:
Name:	
Address:	
City:	
State:	Zip:

Dear Resident,

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,

Landlord/Owner/Manager