

June 29, 2023

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

OBJECT: MONTHLY PARTIAL PAYMENT

Dear [CONTACT NAME],

In accordance with our agreement, I am enclosing our check in the amount of [AMOUNT], which represents a minimum payment that you can expect each month from our firm. As you will note, this amount will decrease the balance owing to zero in twelve payments. Naturally, if we can generate a check, either more frequently or in larger amounts, please be assured that we will. Furthermore, we are hopeful that we will be successful in collecting some of our very large receivables, which would enable us to pay the entire amount due.

Thank you for your courtesy and cooperation.

Sincerely,

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