

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Partial Payment

I hope this message finds you well. I am writing to request a partial payment regarding [describe the service, product, or project]. As per our agreement dated [insert date], the total amount due is [total amount]. Due to [briefly explain reason for partial payment request, e.g., cash flow issues, unforeseen circumstances], I would like to propose a partial payment of [amount you are requesting] by [specific date]. The remaining balance of [remaining amount] will be settled by [date when remaining balance will be paid].

I appreciate your understanding and support in this matter. I look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Name]