[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: PLEASE RECEIVE OUR PARTIAL PAYMENT**

Dear [CONTACT NAME],

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

Lately we have been experiencing some difficulties 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 cheque 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.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]