[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Monthly Partial Payment**

Dear [CONTACT],

Pursuant to our agreement, I enclose our cheque for the amount of [AMOUNT], which represents the minimum payment that you can expect each month from our company. As you will note, this amount will decrease the balance owing to zero in twelve payments. Naturally, if we can generate a cheque, 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 that is due.

Thank you for your courtesy and cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]