

Letter for Partial Payment to Creditor

This package contains:

1. Instructions & Checklist for a Letter for Partial Payment to Creditor
2. Letter for Partial Payment to Creditor

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- This package contains (1) Instructions & Checklist for Letter for Partial Payment to Creditor; and (2) Letter for Partial Payment to Creditor;
- This form is designed to assist you in drafting a letter for when you are sending a partial payment to a creditor.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

Enclosed is my monthly payment for the abovementioned account.

While I realize that my regular monthly payment is [Amount Due], I am only able to pay [Amount Enclosed] at this time. Unfortunately, [Insert Reason for Partial Payment or Delete Sentence]. However, it is my hope that I will be able to send the remaining amount shortly.

I sincerely apologize for the inconvenience and thank you for your understanding in this matter.

Sincerely,

[Your Name]
[Title]