From,

**Partial Rent Payment Letter**

Mr. Rakesh Singh

65/1, 5 Pen Road, Alipore Kolkata-10

Date: July 18th, 2020 To,

Mr. Suresh Rao

9/7 Sulekha, Jadavpur Kolkata-23

Subject: Partial rent payment Dear Mr. Rakesh,

I would like to inform you that I will not be able to pay the full amount of rent this month. Due to a financial emergency, I shall pay 50% of the rent to you. The rest shall be paid to you after 15 days.

Thanking you, Suresh Rao