

# Partial Rent Payment Letter

From,  
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

