

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Payment - Account [Insert Account Number]

Dear [Customer Name],

This letter is to formally confirm that we have received your payment in the amount of \$[Insert Amount] on [Insert Payment Date].

This payment has been applied to your account to resolve the previous negative balance. We can confirm that your account is now up to date and the outstanding deficit has been cleared.

Your current account balance is: \$[Insert Current Balance].

Thank you for your prompt attention to this matter. If you have any questions regarding this transaction or your account status, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Sender Name]

[Company Name]

[Department]