

[Sender Name]  
[Sender Title]  
[Organization Name]  
[Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Address]

**Subject: Confirmation of Final Funds Receipt**

Dear [Recipient Name],

This letter serves as formal confirmation that we have received the final payment regarding [Project Name / Invoice Number / Contract Reference].

**Transaction Details:**

- **Amount Received:** [Amount and Currency]
- **Date Received:** [Date]
- **Payment Method:** [Wire Transfer / Check / ACH / Other]
- **Reference Number:** [Transaction ID or Check Number]

With the receipt of these funds, the balance for this account is now zero, and the financial obligations for [Contract/Agreement Name] have been fully satisfied.

Thank you for your prompt payment and for the successful collaboration on this matter. Please retain this letter for your records as proof of final settlement.

Sincerely,

[Signature]

[Sender Name]