

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Zero Balance Confirmation

Dear [Customer Name],

This letter serves as official confirmation that as of [Current Date], your account with [Company Name], associated with Account Number [Account Number], has a balance of **\$0.00**.

We confirm that all outstanding invoices, interest, and fees have been paid in full. There are no further payment obligations remaining on this account at this time.

If you have any questions regarding your account history or this statement, please contact our billing department at [Phone Number] or via email at [Email Address].

Thank you for your business.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]