

ZERO BALANCE UNCONDITIONAL RELEASE LETTER

Date: [Insert Date]

To: [Customer/Client Name]

Address: [Customer Address]

City, State, Zip: [City, State, Zip]

Project/Reference Number: [Insert Number]

Account Number: [Insert Account Number]

Dear [Contact Person Name],

This letter serves as official confirmation and formal notice that the account mentioned above has been paid in full. As of [Date of Final Payment], the outstanding balance is \$0.00 (Zero Dollars).

In consideration of the final payment received, [Company Name] (the "Company") hereby provides an unconditional release and waiver. The Company confirms that it has no further claims, liens, or demands against [Customer/Client Name] regarding the aforementioned account or project.

This release signifies that all financial obligations have been satisfied, and no further actions are required from your side. Any existing liens or security interests associated with this specific balance are hereby discharged.

Should you have any questions regarding this release, please contact our office at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]