

[Your Company Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Notification of Successful Repayment Plan Completion

Dear [Customer Name],

Account Number: [Account Number]

We are writing to officially confirm that you have successfully completed your repayment plan. As of [Date of Final Payment], your balance associated with this specific plan has been paid in full.

We appreciate your commitment and consistency in making your scheduled payments. Your account has now been updated to reflect this status.

If you have any questions regarding your account or require a formal release of liability document, please contact our customer service team at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Company Name]