

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

[Staffing Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Final Account Settlement - [Your Company Name]

Dear [Contact Person Name or Billing Department],

This letter serves as formal notification and confirmation regarding the final settlement of our account with [Staffing Agency Name] for services provided under the contract dated [Contract Start Date].

According to our records, all staffing services concluded on [End Date]. We have reviewed all outstanding invoices and have processed the final payment as follows:

- Final Invoice Number: [Invoice Number]
- Final Invoice Date: [Date]
- Payment Amount: \$[Amount]
- Payment Method: [Check/ACH/Wire]

With the issuance of this payment, [Your Company Name] considers the account fully paid and settled. We acknowledge that there are no further outstanding balances, fees, or obligations due to [Staffing Agency Name] regarding the placement of temporary or permanent staff during our engagement period.

Please provide a written confirmation or a final statement of account showing a zero balance for our records. If there are any discrepancies, please contact our accounting department within [Number] business days.

We appreciate the services provided by your agency and look forward to the possibility of working together again in the future.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]