

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

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

Subject: Confirmation of Account Paid in Full

Dear [Customer Name],

This letter serves as official notification that your account with [Your Company Name], under account number [Account Number], has been paid in full.

We have received your final payment in the amount of \$[Amount] on [Date of Final Payment]. As of the date of this letter, your outstanding balance is \$0.00.

Please retain this letter for your personal records as proof that the debt associated with this account has been completely satisfied. We have updated our internal records to reflect this status and, if applicable, will notify the relevant credit reporting agencies that the account is closed and paid.

Thank you for your business. If you have any further questions regarding this account, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

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