

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

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

Subject: Confirmation of Outstanding Balance Repayment

Dear [Contact Person Name],

We are writing to formally acknowledge and confirm the receipt of your payment in the amount of \$[Amount] received on [Date].

This payment has been applied toward the outstanding balance for the following invoice(s):

- Invoice #[Number] - \$[Amount]
- Invoice #[Number] - \$[Amount]

With this payment, we confirm that your account balance is now \$[0.00 / Remaining Balance]. Your account is currently in [good standing / accordance with our agreement].

Thank you for your prompt attention to this matter and for your continued business. If you have any questions regarding your statement, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]