

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: Confirmation of Arrears Settlement

Dear [Insert Customer Name],

We are writing to formally confirm that the graduated arrears settlement plan for your account has been successfully completed. As of [Insert Date], your account has been updated to reflect that all outstanding arrears have been settled in full.

Settlement Details:

- **Total Arrears Settled:** [Insert Amount]
- **Final Payment Date:** [Insert Date]
- **Current Account Balance:** [Insert Amount]

Based on this completion, the following actions have been taken:

- Your account is now considered to be in good standing.
- Any collection activities related to these arrears have been ceased.
- Relevant credit reference agencies will be notified of this settlement within [Insert Number] business days.

We appreciate your commitment to resolving this matter through the graduated payment schedule. If you have any further questions regarding your account status, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Name/Signature]

[Insert Job Title]

[Insert Company Name]