

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Account Number [Account Number]

Dear [Customer Name],

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

This letter serves as official confirmation that your account has now been **PAID IN FULL**. Our records indicate a zero balance remaining on this account.

We have updated our system to reflect this status. If applicable, any security interests or liens associated with this debt will be released in accordance with standard procedures.

Thank you for your consistency in fulfilling your financial obligation. We appreciate your business and look forward to the possibility of serving you again in the future.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]