

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

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

Subject: Confirmation of Final Payment and Account Closure

Dear [Recipient Name],

Account Number: [Account Number]
Total Settlement Amount: [Total Amount Paid]

We are writing to formally acknowledge receipt of your final installment payment on [Date].
This payment marks the successful completion of your installment plan.

We confirm that the debt associated with the above-referenced account has now been paid in full.
Your account is closed, and you have no further financial obligations to [Your Company Name]
regarding this matter.

We will update our internal records and notify the relevant credit bureaus that this account has
been satisfied. Please allow [Number] business days for these changes to reflect on your credit
report.

Please retain this letter for your permanent records as proof of debt clearance.

Sincerely,

[Your Name/Department Name]
[Your Title]
[Your Company Name]