

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

[Date]

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

Subject: Acknowledgment of Final Payment and Account Closure

Dear [Customer Name],

We are writing to formally acknowledge that we have received your final installment payment of \$[Amount] on [Date]. This payment successfully satisfies the remaining balance for your account [Account Number].

Your account is now officially closed and marked as paid in full. We would like to thank you for your commitment to fulfilling this financial obligation.

Credit Reporting Update:

Please be advised that we have updated our internal records to reflect this status. We will notify the major credit bureaus (Equifax, Experian, and TransUnion) within the next [Number of Days, e.g., 30] days to update your credit report to show that this account has been "Paid in Full."

Please note that it may take some time for the credit bureaus to process this update and for the change to appear on your official credit report.

If you have any questions regarding your account or this notification, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

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