

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

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

Subject: Acknowledgment of Final Installment and Payment Plan Completion

Dear [Recipient Name],

This letter serves as formal acknowledgment that we have received your final payment in the amount of \$[Amount] on [Date]. This payment marks the successful completion of the installment plan agreed upon on [Start Date of Plan].

We confirm that your account [Account Number/Reference Number] is now paid in full. There are no outstanding balances or further obligations remaining regarding this specific agreement.

Thank you for your consistency and for fulfilling your commitment. We appreciate your promptness in settling this matter.

Please retain this letter for your permanent records as proof of final payment and account closure.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]