

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Final Payment and Account Closure

Dear [Customer Name],

We are writing to formally acknowledge that we have received your final installment payment in the amount of [Payment Amount] on [Date].

This letter serves as official confirmation that your account [Account Number] is now paid in full. As of today, your outstanding balance is zero (0.00).

All obligations regarding this specific agreement have been met, and no further payments are required. We appreciate your promptness in settling this account.

Thank you for your business. If you have any questions regarding this notification, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]