

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

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

Subject: Final Payment Receipt and Account Closure Confirmation

Dear [Customer Name],

We are writing to confirm that we have received your final payment of \$[Amount] on [Date]. This payment successfully clears the remaining balance on your account.

Account Details:

- Account Number: [Account Number]
- Final Payment Date: [Date]
- Closing Balance: \$0.00

This letter serves as official confirmation that your account is now closed and paid in full. There are no outstanding obligations or further payments required at this time.

If you have any questions regarding this closure or require further documentation, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Your Name/Department]
[Company Name]