

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Final Installment and Full Debt Clearance

Dear [Recipient Name],

We are writing to formally confirm that we have received your final installment payment of [Insert Amount] on [Insert Date] regarding your outstanding balance for account number [Insert Account Number].

With the receipt of this final payment, your debt is now considered paid in full. There are no remaining balances or outstanding obligations associated with this account. We have updated our records to reflect a zero balance, and the account has been officially closed.

Please retain this letter as a permanent record of your debt clearance. If applicable, we will notify the relevant credit reporting agencies of this status update within [Number] business days.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Company Representative]

[Company Name]

[Contact Phone Number]

[Contact Email Address]