

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Final Installment and Payment Plan Completion

Dear [Recipient Name],

This letter serves as formal confirmation that we have received your final installment payment of \$[Amount] on [Date]. This payment successfully concludes the payment plan established on [Date Plan Started] for account number [Account Number].

We are pleased to inform you that your balance is now \$0.00. Your account is officially paid in full, and no further payments are required under this specific agreement.

If applicable, any liens or security interests related to this debt will be released. Please retain this letter for your records as proof of debt satisfaction.

Thank you for your consistency and for fulfilling your financial commitment. If you have any questions regarding this final statement, please contact us at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]