

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Final Account Balance Verification - Account #[Account Number]

Dear [Recipient Name],

This letter is to formally verify the final balance of the above-referenced account as of [Date].

According to our records, the final closing balance for this account is \$[Amount]. This amount represents the total outstanding balance, including any applicable interest, fees, or adjustments up to the date of account closure.

The details of the account status are as follows:

- **Account Holder:** [Name]
- **Closing Date:** [Date]
- **Final Balance:** \$[Amount]
- **Account Status:** [e.g., Closed / Paid in Full / Pending Final Payment]

Please review this information for your records. If you have any questions or if our records do not match your own, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]