

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

[Date]

[Contact Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Notice of Final Payment and Account Settlement

Account Number: [Your Account Number]

Dear [Contact Name],

This letter serves as formal notification that the above-referenced account has been paid in full. A final payment in the amount of \$[Amount] was submitted on [Date] via [Payment Method, e.g., Check #1234 or Online Transfer].

With this final payment, I have fulfilled all financial obligations regarding this account. Please update your records to show a zero balance and mark the account as "Paid in Full."

I also request that you notify any credit reporting agencies to which you report that this account has been settled and closed with a zero balance. Please provide a formal letter or statement confirming that the account is closed and fully satisfied for my personal records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]