

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

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

Subject: Final Payment and Full Settlement of Account

Dear [Recipient Name],

Please find enclosed the final payment in the amount of \$[Amount] regarding [Invoice Number / Contract Reference].

This payment represents the total remaining balance for services rendered or goods provided as of [Date]. With the issuance of this payment, all financial obligations between [Your Company Name] and [Recipient Company Name] regarding the aforementioned agreement are hereby considered settled in full.

By accepting and processing this payment, you acknowledge that no further dues, claims, or outstanding balances remain on this account. Please provide a formal receipt or a signed copy of this letter to confirm that the account is closed and fully satisfied.

Thank you for your cooperation and for the services provided.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]