

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Zero Balance Settlement Confirmation - Account No: [Insert Account Number]

Dear [Customer Name],

This letter serves as formal confirmation that the outstanding balance on the above-referenced account has been settled in full. As of [Insert Date], the current balance is **\$0.00**.

We acknowledge receipt of your final payment in the amount of \$[Insert Amount], which was received on [Insert Date]. This payment satisfies the agreed-upon settlement terms, and you are hereby released from any further financial obligation regarding this specific account.

We have updated our internal records to reflect this "Settled" status. Furthermore, we will notify the relevant credit reporting agencies of this update within [Insert Number] business days.

Please retain this letter for your permanent records as proof of satisfaction of the debt.

If you have any questions, please contact our customer service department at [Insert Phone Number].

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Company Name]