

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

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

RE: Notice of Payment in Full

Account Number: [Insert Account Number]
Total Paid: \$[Insert Amount]
Date of Final Payment: [Insert Date]

Dear [Recipient Name],

This letter serves as formal acknowledgment that the balance for the above-referenced account has been paid in full. As of [Date], your account balance is \$0.00.

We confirm that all financial obligations regarding this specific debt have been met. No further payments are required. [Optional: We have notified the relevant credit bureaus to update your account status accordingly.]

Please retain this letter for your permanent records as proof of payment.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]