

**Date:** [Insert Date]

**To:**

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Confirmation of Zero Balance**

Dear [Customer Name],

This letter serves as official confirmation that as of [Date], your account with [Company Name] under account number [**Account Number**] shows a zero balance.

All outstanding payments have been received and processed. There are no further dues or obligations remaining on this account at this time.

If your account was previously closed, this letter confirms that the closure is complete and your credit standing with us is clear. If this is an active account, please note that any future transactions or service fees will appear on your next scheduled statement.

Please keep this letter for your personal records.

If you have any questions regarding this statement, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title/Department]

[Company Name]