

[Date]

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

Subject: Confirmation of Full Payment and Account Closure

Dear [Customer Name],

We are writing to formally confirm that we have received the final payment for your account [Account Number] in the amount of \$[Amount].

This letter serves as official notice that your outstanding balance is now \$0.00. Your account has been closed in good standing, and you no longer have any further financial obligations to [Company Name] regarding this specific account.

If this account was reported to credit bureaus, we will update your status to "Paid in Full" or "Closed" during the next reporting cycle.

Please retain this letter for your personal records as proof of final settlement.

Thank you for your business. If you have any questions, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]