

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Confirmation of Final Payment and Account Closure

Dear [Recipient Name or Customer Service Team],

This letter is to formally confirm that I have fulfilled all financial obligations regarding my account, number **[Account Number]**. My final payment in the amount of **[\$[Amount]** was made on **[Date]**.

As all outstanding balances have been paid in full, I request that you officially close this account effective immediately. Please ensure that no further charges, interest, or fees are applied to this account.

I also request a written confirmation (via mail or email) stating that the account is closed with a zero balance and that all obligations have been met. If applicable, please ensure that this status is accurately reported to the relevant credit bureaus.

Thank you for your prompt attention to this matter. Please contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]