

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Final Payment Acknowledgment and Account Closure

Dear [Recipient Name],

We are writing to formally acknowledge receipt of the final payment for [Project Name / Account Number / Invoice Number] in the amount of [Insert Amount], received on [Insert Date].

This payment marks the full and final settlement of all outstanding balances associated with this account. We confirm that there are no remaining financial obligations or claims pending between [Your Company Name] and [Recipient Company Name] regarding this specific matter.

As of [Insert Date], your account has been officially closed and marked as "Paid in Full" in our records.

We appreciate your business and the timely settlement of this account. Should you require any further documentation or have questions regarding this closure, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]