

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Notice of Account Closure - Account Number: [Account Number]**

Dear [Customer Name],

We are writing to formally confirm that we have received the final payment for your account referenced above. Your balance is now \$0.00.

As a result of this full payment, your account has been officially closed as of [Date]. No further actions or payments are required from your side.

Please find attached your [Release of Liability / Paid in Full Certificate], confirming that all obligations associated with this account have been met.

If you have any questions regarding this closure or require further documentation, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your business.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]