

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Settlement Completion

Dear [Recipient Name],

This letter serves as formal notification that the settlement regarding [Reference Account Number or Case Description] has been successfully completed.

We confirm that the total agreed amount of \$[Amount] was received on [Date]. As a result, the outstanding balance has been resolved, and the account is now considered paid in full according to the terms of our agreement.

All legal actions or collection efforts associated with this specific matter will cease immediately. We will update our records to reflect that this obligation has been satisfied.

Please retain this letter for your permanent records as proof of payment and settlement. If you have any questions regarding this notice, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]