

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Account Clearance Confirmation

Dear [Customer Name],

This letter serves as official confirmation that your account with [Company Name], associated with account number [**Account Number**], has been fully cleared and settled.

Our records indicate that as of [Date], there is a zero balance remaining on this account. All outstanding invoices, fees, and interest have been paid in full. Consequently, your account is now considered in good standing and has been officially closed/cleared.

Please retain this letter for your personal records as proof of final settlement. If you have any questions regarding this notice or require further documentation, please contact our billing department at [Phone Number] or via email at [Email Address].

Thank you for your business.

Sincerely,

[Name of Representative]

[Title/Position]

[Company Name]