

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Account Number: [Insert Account Number]

Settlement Reference: [Insert Reference Number]

Subject: Account Settlement Confirmation

Dear [Customer Name],

This letter serves as formal confirmation that the above-referenced account has been settled in full. We acknowledge receipt of the final payment in the amount of \$[Insert Amount] on [Insert Date].

As of this date, the account balance is \$0.00. We confirm that you have no further financial obligations regarding this specific account. We have updated our records to reflect that the account is closed and settled.

If applicable, we will notify the relevant credit bureaus of this settlement status within [Insert Number] business days.

Please retain this letter for your personal records as proof of settlement.

If you have any questions, please contact our customer service department at [Insert Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Department Name]