

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Final Payment - [Account/Invoice Number]

Dear [Recipient Name],

This letter serves as formal confirmation that we have received your final payment in the amount of [Amount Paid] on [Date].

With this payment, your balance for [Project Name or Service Provided] is now paid in full. There are no remaining outstanding balances or obligations associated with this account.

We appreciate your promptness and value the business relationship we have shared. Should you require any further documentation or have questions regarding this account, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]