

[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Acknowledgment of Zero Balance - Account [Account Number]

Dear [Customer Name],

We are writing to formally acknowledge that we have received your final payment for the account referenced above. As of [Date], your account balance is **\$0.00**.

This letter serves as official confirmation that all outstanding obligations regarding this account have been settled in full. No further payments are required at this time, and your account has been updated to reflect a cleared status.

We appreciate your promptness in settling this matter. If you have any questions or require further assistance, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your business.

Sincerely,

[Sender Name]
[Title]
[Company Name]