

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

RE: Account Settlement Acknowledgment

Account Number: [Account Number]
Settlement Amount Paid: \$[Amount]

Dear [Customer Name],

This letter serves as formal acknowledgment that we have received your payment in the amount of \$[Amount] as part of the agreed settlement for the account referenced above.

We confirm that this payment satisfies the terms of our settlement agreement. Consequently, your account is now considered settled in full. No further payments are required, and the outstanding balance has been adjusted to zero.

We have notified the relevant departments to update our internal records. If applicable, credit reporting agencies will be updated to reflect that the account has been settled.

Please retain this letter for your personal records as proof of settlement. If you have any further questions, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Company Name]