

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Acknowledgment of Complete Payment

Dear [Customer Name],

We are writing to formally acknowledge the receipt of your payment in the amount of
\$[Amount] received on [Date].

This payment serves as the final settlement for Invoice #[Invoice Number]. We can confirm that
your account balance for this transaction is now zero and the payment has been applied in full.

Thank you for your prompt payment and for your continued business. We appreciate the
opportunity to serve you.

Sincerely,

[Your Name]
[Your Title]