

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Final Payment Receipt and Account Closure

Dear [Client Name],

This letter serves as formal acknowledgment that we have received your final payment in the amount of **\$[Amount]** on **[Date Received]**, regarding invoice number **[Invoice #]**.

With this payment, your balance for the project/contract titled "**[Project Name/Contract ID]**" is now zero. We confirm that all financial obligations associated with this account have been satisfied in full.

As of today, your account is officially closed. All deliverables have been transferred, and the services outlined in our agreement are concluded. Please retain this letter for your records as proof of final settlement.

We appreciate your business and the opportunity to have worked with you. Should you require our services again in the future, please do not hesitate to contact us.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]

[Contact Information]