

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

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

Dear [Customer Name],

This letter serves as official notification that as of [Date], the account referenced above has a balance of **\$0.00**.

Our records indicate that all outstanding payments, fees, and interest have been settled in full. There are currently no further financial obligations due on this account.

Please keep this letter for your personal records as proof of your zero balance status. If this account was previously reported to credit bureaus, our records will be updated to reflect the current status in the next reporting cycle.

If you have any questions regarding this account, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]