

[Current Date]

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Verification of Account Paid in Full

Dear [Customer Name],

This letter serves as official notification and verification that your account with [Company Name] has been paid in full. As of [Date of Final Payment], the balance for the account listed below is \$0.00.

Account Details:

Account Number: [Account Number]

Final Payment Date: [Date]

Final Payment Amount: \$[Amount]

We confirm that you have no further financial obligations regarding this specific account. We have updated our records to reflect this status. If applicable, any security interests or liens related to this debt will be released accordingly.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]