

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

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

RE: Account Paid in Full Confirmation

Account Number: [Account Number]
Final Payment Date: [Date of Final Payment]
Settlement Amount: [Amount Paid]

Dear [Customer Name],

This letter serves as formal notification and confirmation that the above-referenced account has been paid in full. We have received your final payment and your account balance now reflects zero (\$0.00).

We confirm that you have no further financial obligations regarding this specific account. If applicable, we will update the relevant credit reporting agencies to reflect that the account is closed and satisfied.

Please retain this letter for your permanent records as proof of payment.

Thank you for your business. If you have any questions regarding this notice, please contact our billing department at [Phone Number].

Sincerely,

[Name of Representative]
[Title]
[Company Name]