

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

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

RE: FINAL PAYMENT ACKNOWLEDGMENT - PAID IN FULL

Dear [Customer Name],

This letter serves as formal acknowledgment that we have received your final payment in the amount of \$[Amount] on [Date].

We are pleased to confirm that your account (Account/Invoice Number: [Number]) is now **paid in full**. There is a zero balance remaining, and your account has been officially closed in our records.

Thank you for your business and for your prompt settlement of this account. If you require any further documentation or have questions regarding this notice, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]