

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Property/Service Address: [Insert Address if applicable]

Subject: Confirmation of Final Payment and Zero Balance

Dear [Insert Customer Name],

This letter serves as official confirmation that the above-referenced account has been paid in full. We received your final payment in the amount of \$[Insert Amount] on [Insert Date].

As of the date of this letter, your account balance is **\$0.00**. No further payments are required, and the account has been closed in our system.

[Optional: If applicable, add a sentence about the release of liens or reporting to credit bureaus.]

Thank you for your business. If you have any questions regarding this notice, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Name/Signature]

[Insert Job Title]

[Insert Company Name]