

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

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

Subject: Final Account Resolution Acknowledgment

Dear [Customer Name],

This letter serves as formal acknowledgment and confirmation that the outstanding balance on your account, [Account Number], has been resolved in full.

As of [Date of Final Payment/Settlement], we have received the total payment of \$[Amount]. Our records now reflect a zero balance (\$0.00) for this account.

Please be advised of the following:

- The account is officially closed and marked as "Paid in Full."
- No further collection actions will be taken regarding this specific debt.
- We have notified relevant credit reporting agencies of this update (if applicable). Please allow 30 to 60 days for this change to appear on your credit report.

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

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]