

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

Subject: Letter of Zero Balance and Account Settlement

Dear [Customer Name],

This letter serves as formal notification and confirmation that the account listed below has been paid in full and now carries a zero (\$0.00) balance.

Account Details:

Account Number: [Account Number]
Settlement Date: [Date of Final Payment]
Total Outstanding Balance Prior to Settlement: \$[Amount]

We confirm that [Company Name] has received the final payment to satisfy the debt. As of the date of this letter, the account is considered closed, and no further payments are required. We have updated our internal records to reflect that this account is settled.

We will also notify the relevant credit reporting agencies of this change in status within the next [Number of Days, e.g., 30] days. Please retain this letter for your permanent records as proof of settlement.

If you have any questions regarding this matter, please contact our billing department at [Phone Number].

Sincerely,

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