

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

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

RE: Notice of Account Closure - Paid in Full

Dear [Customer Name],

This letter serves as formal notification that your account, number [Account Number], has been paid in full. We have received your final payment in the amount of \$[Amount] on [Date].

As of this date, your account balance is \$0.00. We have officially closed this account in our system, and no further payments are required. Any security interests or liens related to this account will be released accordingly.

Please retain this letter for your permanent records as proof of payment and final closure. We will also notify the relevant credit reporting agencies that this account has been satisfied and closed.

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

Thank you for your business.

Sincerely,

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