

[Sender Name]
[Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

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

Subject: Confirmation of Final Payment - Account #[Account Number]

Dear [Recipient Name],

We are writing to formally acknowledge that we have received your final payment in the amount of \$[Amount] on [Date].

With this payment, your outstanding balance for account #[Account Number] has been paid in full. Your account is now considered closed and shows a zero (\$0.00) balance.

Please keep this letter for your permanent records as proof that the debt has been satisfied. We will update our records and notify any relevant credit reporting agencies (if applicable) that the account has been paid in full.

Thank you for your cooperation in resolving this matter. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Sender Name]
[Title]