

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

[Recipient Name or Company Name]  
[Department, if applicable]  
[Address]  
[City, State, Zip Code]

**Subject: Final Account Resolution - Account Number: [Account Number]**

Dear [Recipient Name or Customer Service Department],

This letter serves as formal notification regarding the final resolution and closure of the above-referenced account. Based on our records and previous communications, the total outstanding balance of \$[Amount] has been paid in full as of [Date of Final Payment].

Please accept this correspondence as a request to:

- Mark the account as "Closed" and "Paid in Full" in your internal systems.
- Cease any further billing, automatic withdrawals, or service charges.
- Update all relevant credit reporting agencies to reflect a zero balance and a satisfied status for this account.

I have attached a copy of the payment receipt/confirmation for your reference. Please provide written confirmation within [Number, e.g., 15] business days that this account is officially closed and that no further obligations exist.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]