

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

[Contractor Name]
[Contractor Company Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Letter of Final Settlement - [Project Name/Contract Number]

Dear [Contractor Name],

This letter serves as formal confirmation of the final settlement regarding the contract dated [Original Contract Date] for [Brief Description of Services/Project].

We acknowledge receipt of your final invoice, number [Invoice Number], dated [Invoice Date], in the amount of [Final Payment Amount]. We confirm that payment was issued on [Payment Date] via [Payment Method, e.g., Check/Wire Transfer].

With this final payment, both parties agree to the following:

- The total contract value of [Total Contract Amount] has been paid in full.
- All services, deliverables, and contractual obligations have been completed to our satisfaction.
- This payment constitutes a full and final settlement of all claims, invoices, and costs related to this project.
- No further payments or liabilities remain outstanding between [Your Company Name] and [Contractor Company Name] regarding this specific engagement.

Please note that any surviving clauses from the original agreement, such as warranties, confidentiality, or indemnification, shall remain in effect as specified in the contract terms.

We thank you for your services and look forward to the possibility of working together again in the future.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]