

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

**Subject: Confirmation of Final Payment and Project Completion**

Dear [Contractor Name],

This letter serves as formal confirmation that the final payment for the project [Project Name/Contract Number] has been issued to [Contractor Company Name] in the amount of [Amount].

Details of the final payout are as follows:

- **Invoice Number:** [Invoice Number]
- **Payment Date:** [Date]
- **Payment Method:** [Check/ACH/Wire Transfer]
- **Final Amount:** [Amount]

With the receipt of this payment, all financial obligations under the contract dated [Contract Start Date] are considered fulfilled. We acknowledge that all scope of work has been completed to our satisfaction and all deliverables have been received.

By accepting this final payment, you confirm that no further claims, liens, or outstanding balances are owed by [Your Company Name] regarding this project.

We appreciate your work on this project and look forward to the possibility of working together again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]