

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

[Vendor Name]
[Vendor Contact Person]
[Vendor Address]
[City, State, Zip Code]

Subject: Notice of Final Payment for Property: [Property Address/Description]

Dear [Vendor Name],

This letter serves as formal notice that the final payment regarding the purchase of the property located at [Property Address] is being issued today.

Enclosed/Attached is the payment in the amount of **[Amount]**. This payment covers the remaining balance as outlined in the Sale and Purchase Agreement dated [Date of Agreement].

Payment Details:

- Check/Reference Number: [Number]
- Payment Date: [Date]
- Final Balance Amount: [Amount]

With this final installment, all financial obligations to [Vendor Name] regarding this property transaction have been fulfilled in full. Please provide a formal receipt of payment and any remaining title deeds or transfer documents as previously agreed upon.

Please acknowledge receipt of this final payment by signing below and returning a copy to us, or by issuing a formal release of lien/satisfaction of mortgage if applicable.

Thank you for your cooperation throughout this transaction.

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledgment of Receipt:

I, [Vendor Name], hereby acknowledge receipt of the final payment in the amount of [Amount] for the property located at [Property Address].

Date: _____

Signature: _____