

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

RE: Final Payment Confirmation for [Project Name/Property Address]

Dear [Contractor Contact Person],

This letter serves as formal confirmation that [Property Management Company Name] has issued the final payment for the contracted works completed at [Property Address].

Payment Details:

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

This payment represents the full and final settlement of all costs, labor, and materials associated with the [Project Name] under the agreement dated [Original Contract Date].

By accepting this payment, you acknowledge that all work has been completed to the required standards and that no further claims or invoices are outstanding for this specific project. Please ensure that all necessary lien waivers and warranty documentation have been submitted to our office if you haven't done so already.

We appreciate your services and look forward to the possibility of working with you again in the future.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]