

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Letter of Account Resolution - Paid in Full

Dear [Customer Name],

This letter serves as formal notification and confirmation that your account with [Company Name] has been paid in full.

Account Details:

- **Account Number:** [Insert Account Number]
- **Final Payment Date:** [Insert Date of Last Payment]
- **Total Amount Paid:** \$[Insert Amount]
- **Current Balance:** \$0.00

We confirm that you have no further financial obligations regarding this specific account. As of the date of this letter, the account is considered closed and resolved.

We have updated our internal records to reflect this status. If this account was previously reported to credit bureaus, we will notify them of this update within [Number] business days.

Please retain this letter for your personal records as proof of payment. If you have any questions, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your final payment and for resolving this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]