

Confirmation of Settlement of Outstanding Credit Obligations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves to confirm that all outstanding credit obligations associated with account number [Account Number] have been settled as of [Settlement Date]. The total amount of [Total Amount] has been received and acknowledged.

We appreciate your prompt attention to this matter and look forward to continuing our business relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]