

Full Settlement Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the full settlement of my account with [Company Name] as of [Settlement Date]. According to our records, all outstanding balances have been settled, and the account is now considered closed.

Please provide written confirmation of this settlement and any relevant documentation that reflects this closure.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]