

Invoice Balance Settlement Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

This is to inform you that your invoice balance has been successfully settled. Below are the details of the transaction:

Invoice Number	Invoice Date	Total Amount	Amount Paid	Balance Due
[Invoice Number]	[Invoice Date]	[Total Amount]	[Amount Paid]	[Balance Due]

If you have any questions regarding this notification or your account, please feel free to contact us at [Contact Information].

Thank you for your prompt payment.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]