

June 21, 2024

Mr. John Smith

Finance Manager
ABC Traders Ltd.
123 Business Rd.
Metropolis, State ZIP

XYZ Enterprises

456 Commerce Ave.
Capital City, State ZIP

Re: Business Payment Settlement Letter

Dear Mr. Smith,

We are writing to confirm the settlement of outstanding payments as per our recent discussions and agreement. As of June 20, 2024, XYZ Enterprises has received the payment of **\$15,000** towards Invoice No. **ABCT-2024-1056** dated May 1, 2024, related to the supply of office equipment.

We acknowledge that all dues concerning the referenced invoice have been paid in full. No further amount is pending for this transaction between ABC Traders Ltd. and XYZ Enterprises. Kindly update your records accordingly.

Should you require any further clarification or documentation, please do not hesitate to contact us.

Thank you for your prompt attention and cooperation.

Sincerely,

Maria Lopez

Accounts Manager
XYZ Enterprises

Important Notes:

- Ensure all payment details and references are accurate to avoid disputes.
- This letter serves as formal confirmation of payment settlement.
- Retain a signed copy for both parties' records.
- Consult legal or financial advisors for large or complex settlements.
- This document does not waive rights on unrelated transactions.