

Date: [Date]  
To:  
[Recipient Name]  
[Recipient Position/Title]  
[Company Name]  
[Company Address]

## Payment Settlement Finalization Letter

Dear [Recipient Name],

We hereby confirm the finalization and settlement of the outstanding payment related to the following details:

**Reference No.** : [Reference Number]  
**Invoice/Bill No.** : [Invoice Number]  
**Settlement Amount** : [Amount in Number & Words]  
**Transaction Date** : [Settlement Date]

We acknowledge receipt of the full payment as per the terms agreed and confirm that there are no outstanding dues pertaining to the above-mentioned reference. This settlement conclusively closes all financial obligations regarding the referenced transaction between both parties.

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]

### Important Notes:

- This document serves as proof of settlement between both parties.
- Verify all references and payment details before finalization.
- Keep this letter for your official records and future reference.
- A signed copy is recommended for each party involved.
- Consult legal or financial advisors if you have questions regarding settlements.