

Payment Settlement Letter

From:

[Your Name or Company]

[Your Address Line 1]

[Your Address Line 2]

[City, State, ZIP]

[Email / Phone]

To:

[Recipient Name or Company]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP]

Date: [Date]

Subject: Payment Settlement Confirmation

Dear [Recipient Name],

This letter serves as a formal confirmation that the outstanding payment of **[Amount]** (Invoice No. [Invoice Number]) has been fully settled as of [Payment Date].

Please accept our gratitude for your prompt attention to this matter. Kindly consider this letter as an official receipt of payment and settlement of any related obligations pertaining to the above transaction.

If you require any further confirmation or documentation, please do not hesitate to contact us.

Thank you for your cooperation.

[Your Name]

[Your Position]

[Company/Organization Name]

Important Notes:

- Ensure all payment details are correct before issuing this letter.
- This document serves as a confirmation of settlement and should be retained for record-keeping.
- Customize the template with accurate names, amounts, dates, and references.
- Obtain signatures where necessary to validate the document.