

Professional letter for settling and prepaying dues

Subject: Settlement and Prepayment Request

Dear [Recipient Name],

I am writing to inform you of my intention to settle the outstanding balance of [Amount] for [Invoice/Account Number] prior to the scheduled due date of [Due Date]. Please provide the details required to complete this prepayment.

I would appreciate confirmation of the settlement once processed. Thank you for your cooperation and assistance.

Sincerely,

[Your Name]

[Position, if applicable]

[Company Name, if applicable]

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