

Corporate-style settlement and prepayment letter

Subject: Corporate Account Settlement

Dear [Recipient Name],

We wish to notify you of our intention to settle the outstanding balance of [Amount] for account [Account Number]. The payment will be made on [Date] via [Payment Method]. Kindly provide confirmation and a receipt upon completion.

We appreciate your prompt processing.

Sincerely,

[Your Name]

[Position]

[Company Name]

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