

**11: CASHING A CHECK – PAYMENT IN FULL**

Creditor or Financial Institution Name and Address

Date

Subject:       Payment in Full  
                  Account Number  
                  Account Name

I have enclosed herewith a check in the amount of \$                   in payment of the balance of my account. Cashing this check will constitute payment in full.

Thank you.

Sincerely,  
(your signature)

Typed Name

**You may type your name, address, and phone number at the top as your letterhead, or you may type it here in this space.**