

[Your Company Name/Your Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FINAL SETTLEMENT CONFIRMATION

Account Number: [Account Number]
Settlement Amount Paid: \$[Amount]

Dear [Debtor Name],

This letter serves as formal confirmation that we have received the final payment of \$[Amount] on [Date] regarding the above-referenced account.

We hereby acknowledge that this payment constitutes a full and final settlement of the debt. As of the date of this letter, the account is considered paid in full and has a remaining balance of \$0.00.

[Your Company Name] confirms that you are released from any further financial liability or obligation regarding this specific account. We will update our internal records to reflect this settled status and, where applicable, notify credit reporting agencies that the account has been settled.

Please retain this letter for your permanent records as proof of payment and debt satisfaction.

Sincerely,

[Signature]

[Typed Name]
[Title/Position]