

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Confirmation of Resolved Account Dispute - Account Number: [Your Account Number]

Dear [Contact Person Name or Billing Department],

I am writing to formally confirm that the dispute regarding the balance on my account, [Account Number], has been resolved. Following our recent correspondence and the payment made on [Date of Payment], it is my understanding that the account is now paid in full and carries a \$0.00 balance.

Pursuant to our agreement, please ensure that:

- The account status is updated to "Paid" or "Closed" in your internal records.
- Any negative marks or late payment reports associated with this specific dispute are corrected or removed from my credit reports with Equifax, Experian, and TransUnion.
- All further collection efforts regarding this specific balance cease immediately.

I have attached a copy of my payment confirmation and previous correspondence for your records. Please provide a formal letter or statement via email or mail confirming that this account is officially settled and that no further funds are owed.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]