

**[Your Name/Company Name]**

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

**[Date]**

**[Recipient Name]**

[Recipient Address Line 1]

[Recipient Address Line 2]

**RE: Notice of Final Resolution - Account #[Account Number]**

Dear [Recipient Name],

This letter serves as formal notification that the outstanding debt regarding the above-referenced account has been resolved in full.

As of [Date of Final Payment], we have received the final payment of \$[Amount]. We hereby confirm that:

- The total balance is now \$0.00.
- The account is officially closed.
- All collection activities regarding this specific debt have ceased.
- [Optional: We have notified the relevant credit reporting agencies to update the status of this account to "Paid in Full" or "Settled."]

Please retain this letter for your permanent records as proof that the debt has been satisfied. No further action is required on your part.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]