

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

[Creditor or Law Firm Name]
[Contact Person/Department]
[Address]
[City, State, Zip Code]

RE: Notice of Debt Satisfaction and Request for Garnishment Release

Debtor Name: [Your Full Name]
Account/Case Number: [Number]
Court Name (if applicable): [Court Name]
Total Amount Paid: \$[Amount]

To Whom It May Concern,

This letter serves as formal notification that the debt associated with the above-referenced account/case number has been paid in full as of [Date of Final Payment].

As this obligation is now satisfied, I request that you immediately take the following actions:

- File a formal "Satisfaction of Judgment" or equivalent discharge document with the court.
- Issue a "Release of Garnishment" to my employer, [Employer Name], to stop all future wage deductions.
- Provide me with a written confirmation that the account is closed and has a zero balance.

Please send the confirmation and a copy of the release notice to my address listed above within [Number] business days. Failure to stop the garnishment promptly may result in overpayment, for which I will expect a full and immediate refund.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

CC: [Employer Name - Payroll Department]