

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Account Clearance and Credit Reporting Update

Dear [Customer Name],

This letter serves as formal confirmation regarding the status of your account: [Insert Account Number].

We are pleased to inform you that the outstanding balance on the aforementioned account has been [paid in full / settled]. As a result, your account is now considered cleared and closed in our records.

Please be advised that we will notify the major credit reporting agencies (Equifax, Experian, and TransUnion) of this update. Your account status will be reported as [Paid / Settled / Closed] with a zero balance.

Please note that while we submit this information immediately, it may take 30 to 60 days for the changes to be reflected on your official credit report, depending on the processing times of the individual credit bureaus.

Thank you for resolving this matter. If you have any further questions, please contact our billing department at [Insert Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Company Contact Information]