

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Re: Final Settlement Acknowledgment

Account Number: [Account Number]

Total Settlement Amount: \$[Total Amount]

Final Payment Received: \$[Final Payment Amount]

Dear [Debtor Name],

This letter serves as formal acknowledgment that we have received your final installment payment regarding the above-referenced account. This payment completes the terms of the settlement agreement dated [Agreement Date].

We confirm that the total settlement amount has been paid in full. Consequently, [Collection Agency/Company Name] considers this debt satisfied. No further collection action will be taken, and your account has been closed in our system.

We will notify the relevant credit reporting agencies within [Number] days that this account has been settled. Please retain this letter for your permanent records as proof of satisfaction of the debt.

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Company Name]