

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Debtor Name]
[Debtor Address Line 1]
[Debtor Address Line 2]
[City, State, Zip Code]

RE: ACKNOWLEDGMENT OF FINAL INSTALLMENT AND DEBT SATISFACTION

Account Number: [Account Number]
Settlement Amount: \$[Total Settlement Amount]

Dear [Debtor Name],

We are writing to formally acknowledge receipt of your final installment payment in the amount of \$[Final Payment Amount], received on [Date].

This payment completes the terms of the settlement agreement dated [Agreement Date]. We confirm that the total settlement amount has now been paid in full. Consequently, the above-referenced account is officially closed and considered satisfied.

[Your Company Name] hereby releases you from any further financial liability regarding this specific debt. We will update our internal records to reflect a zero balance. We will also notify the relevant credit reporting agencies that this account has been "Settled in Full" or "Paid in Full," depending on local reporting regulations, within [Number of Days] days.

Please retain this letter for your permanent records as proof of debt satisfaction.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]