

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

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Dispute Resolution - Account Settled in Full

Dear [Customer Name],

This letter is in response to your formal dispute dated [Date of Dispute Letter] regarding the status of your account, number [Account Number].

We have completed our investigation into your claims. Based on our internal review of payment records and settlement agreements, we have confirmed that the account has been **Settled in Full** for the agreed-upon amount of \$[Settlement Amount].

As a result of this investigation, the following actions have been taken:

- The account balance has been adjusted to \$0.00.
- The account has been closed and marked as "Settled in Full" in our internal systems.
- Our reporting to the major credit bureaus (Equifax, Experian, and TransUnion) will be updated to reflect that this account is settled with a zero balance. Please allow 30 to 60 days for these changes to appear on your credit report.

This letter serves as official confirmation that you have no further financial obligation to [Your Company Name] regarding this specific account.

If you have any further questions, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Title]
[Your Company Name]