

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

[Date]

[Name of Debt Collection Agency]
[Address of Debt Collection Agency]
[City, State, Zip Code]

RE: Confirmation of Account Closure

To Whom It May Concern,

This letter is to formally request written confirmation that the following account has been closed and fully resolved:

- **Account Name:** [Name on Account]
- **Account Number:** [Account Number]
- **Reference Number:** [Reference Number, if applicable]

I am requesting a formal "Letter of Release" or a "Zero Balance Statement" stating that the debt has been satisfied in full and that your agency no longer has any legal claim to this balance. Please confirm that the status of this account is now "Closed."

Furthermore, please confirm that you have notified the major credit reporting bureaus (Equifax, Experian, and TransUnion) to update the status of this account on my credit report to reflect that it is closed and paid in full.

Please send this confirmation to my address listed above within [Number, e.g., 30] days of receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]