

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Confirmation of Settlement in Full

Account Number: [Insert Account Number]

Dear [Customer Name],

This letter serves as formal confirmation that we have received your final payment in the amount of \$[Insert Amount] on [Insert Date].

We confirm that this payment satisfies the agreed-upon settlement terms. Consequently, the above-referenced account is now considered paid in full and has been closed in our records.

We will notify the relevant credit reporting agencies that this account has been settled and shows a zero balance. Please allow [Insert Number] days for this change to reflect on your credit report.

Please retain this letter for your permanent records as proof that the debt has been discharged.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]