

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name/Collection Agency]

[Recipient Address]

[City, State, Zip Code]

RE: Confirmation of Debt Settlement in Full

Account Number: [Account Number]

Settlement Amount Paid: \$[Amount]

Dear [Contact Person Name or Department],

This letter serves as formal confirmation that the debt associated with the above-referenced account has been settled in full. Pursuant to our agreement dated [Date of Agreement], a payment in the amount of \$[Amount] was received and processed on [Payment Date].

With the receipt of this payment, both parties agree to the following:

- The debt is considered satisfied and paid in full.
- The remaining balance of \$[Remaining Balance] is officially waived and forgiven.
- No further collection actions, phone calls, or legal proceedings will be pursued regarding this account.
- The credit reporting agencies (Experian, Equifax, and TransUnion) will be notified within 30 days to reflect that this account is "Settled in Full" or "Paid in Full" with a zero balance.

Please retain this document for your records as proof that the obligation has been discharged. If there are any discrepancies, please contact me immediately in writing.

Sincerely,

[Signature]

[Your Printed Name]