

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

[Date]

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

RE: FINAL DEBT SETTLEMENT CONFIRMATION

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

Dear [Debtor Name],

This letter serves as formal confirmation that we have received the final payment of \$[Amount] on [Date] regarding the above-referenced account.

We hereby acknowledge that this payment constitutes a full and final settlement of the debt. The account is now considered paid in full, and you are officially released from any further financial obligations or liabilities related to this specific account.

We have updated our internal records to reflect a zero balance. Furthermore, we will notify the relevant credit reporting agencies within [Number] days to update your account status to "Settled" or "Paid in Full."

Please retain this letter for your permanent records as proof of the settlement.

Sincerely,

[Signature]

[Your Name/Authorized Representative]
[Title]