

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

[Date]

[Name of Contact Person or Department]
[Financial Institution or Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Full Settlement and Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

This letter serves as formal notification regarding the full settlement and requested closure of the above-referenced account.

Enclosed, please find payment in the amount of \$[Amount] as the final settlement for the outstanding balance on this account. It is my understanding that this payment constitutes a full and final settlement of all debts, interest, and fees associated with this account.

Upon processing this payment, I request that you:

- Close the account immediately and permanently.
- Update your records to show the account status as "Closed" and "Paid in Full."
- Notify all relevant credit reporting agencies that the account has been settled and closed with a zero balance.
- Provide me with a written confirmation letter stating that the account is closed and no further obligations exist.

Please acknowledge receipt of this letter and the enclosed payment within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]