

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

[Creditor or Law Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Judgment Satisfaction and Request for Account Closure**

To Whom It May Concern,

This letter is to formally notify you that the judgment entered against me in the case of [Plaintiff Name] vs. [Your Name], Case Number [Case Number], in the [Court Name], has been paid in full.

Attached to this letter, please find [mention proof of payment, e.g., a copy of the cleared check or a copy of the filed Satisfaction of Judgment].

I am requesting that you perform the following actions:

- Close the associated account [Account Number] immediately.
- File a formal "Satisfaction of Judgment" with the court (if not already filed) and provide me with a conformed copy.
- Update your records to show the balance is \$0.00 and the account is closed.
- Notify all credit reporting agencies to which you report that this judgment has been satisfied in full and the account is closed.

Please provide written confirmation within [Number, e.g., 30] days that the account has been closed and the judgment has been marked as satisfied in your system.

Sincerely,

[Your Signature]

[Your Printed Name]