

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

[Date]

[Collection Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Letter of Satisfaction / Release of Liability

Account Number: [Your Account Number]
Original Creditor: [Name of Original Creditor]
Total Paid: \$[Amount Paid]

To Whom It May Concern,

This letter serves as formal notification and confirmation that the above-referenced account has been paid in full and is now considered satisfied.

As of [Date of Final Payment], I have fulfilled my financial obligation regarding this debt. According to our agreement, there is no remaining balance due, and [Collection Agency Name] now considers this account closed.

Please provide a written confirmation or a "Letter of Satisfaction" stating that the debt is paid in full. Furthermore, please ensure that the status of this account is updated with the major credit reporting agencies (Equifax, Experian, and TransUnion) to reflect that the account is "Paid in Full" or "Settled in Full."

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]