

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

[Date]

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

RE: Notice of Satisfaction of Debt / Paid in Full

To Whom It May Concern,

This letter is to formally confirm that the debt associated with account number **[Your Account Number]** has been paid in full as of **[Date of Final Payment]**.

According to my records, the total balance was \$[Amount Paid], and no further balance is outstanding. I am requesting that your agency issue a formal "Paid in Full" letter or a satisfaction of debt notice for my records.

Furthermore, I request that you notify all credit reporting agencies (Equifax, Experian, and TransUnion) that this account has been satisfied and update the status to "Paid in Full" or "Closed" with a zero balance.

Please send the written confirmation of this status to my address listed above within 30 days.

Sincerely,

[Your Signature]
[Your Printed Name]