

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Re: Final Settlement Acknowledgment

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

Dear [Debtor Name],

This letter serves as formal acknowledgment that we have received the final payment of [Amount] on [Date] as part of the agreed-upon settlement for the above-referenced account.

We confirm that this payment constitutes full and final satisfaction of the debt. The account is now considered closed, and no further balance is due. We have updated our records to reflect a zero balance.

We will also notify the relevant credit reporting agencies within [Number] days to report this account as "Settled" or "Paid in Full" (as per the terms of our agreement).

Please retain this letter for your permanent records as proof that the debt has been discharged.

Sincerely,

[Signature]

[Typed Name]
[Title]
[Company Name]