

Date: [Insert Date]

[Creditor Name/Company Name]

[Creditor Address]

[City, State, Zip Code]

To: [Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Subject: Debt Clearance Certificate and Receipt of Final Payment

Dear [Debtor Name],

This letter serves as formal acknowledgment and receipt of the final payment received on [Date of Final Payment] in the amount of \$[Amount Paid].

We hereby confirm that the total outstanding balance for account number [Account Number] has been paid in full. As of the date of this letter, the debt is considered fully satisfied and cleared.

By issuing this letter, [Creditor Name] confirms the following:

- The total debt amount of \$[Total Debt Amount] has been settled.
- There are no further financial obligations or outstanding balances remaining on this account.
- Any security interest or liens associated with this specific debt are hereby released.

We will update our internal records to reflect a zero balance. If this account was previously reported to credit bureaus, we will update the status to "Paid in Full" or "Closed" within the next [Number] days.

Please retain this document for your records as proof of debt clearance.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]