

Date: [Insert Date]

To:

[Recipient Name/Institution]

[Street Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Debt Satisfaction and Release

Account/Reference Number: [Insert Account Number]

Dear [Recipient Name],

This letter serves as formal notification and confirmation that the debt obligation owed by [Debtor Name] to [Creditor Name], in the original amount of [Original Amount], has been paid in full.

As of [Date of Final Payment], the total outstanding balance, including all principal, interest, fees, and penalties, has been satisfied. There are no further financial obligations remaining regarding this account.

By receipt of this letter, it is acknowledged that:

- The debt is considered settled in full.
- Any liens or security interests associated with this debt shall be released immediately.
- The credit reporting agencies will be notified that the account is paid in full and closed.

Please provide any necessary "Release of Lien" or "Satisfaction of Mortgage" documents, if applicable, within [Number] days of this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]