

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Financial Institution/Collection Agency]
[Company Address]
[City, State, Zip Code]

RE: Account Closure and Debt Resolution Confirmation

Account Number: [Enter Account Number]

To Whom It May Concern,

I am writing to formally request written confirmation regarding the status of the above-referenced account.

According to my records, the outstanding balance of \$[Amount] was paid in full on [Date] via [Payment Method]. It is my understanding that this payment constitutes a full and final settlement of all debts associated with this account.

Please provide a formal letter stating the following:

- The account has been closed.
- The balance is now zero (\$0.00).
- The debt has been satisfied in full and I have no further financial obligation to your company.
- The appropriate credit reporting agencies have been notified to update my credit report to show the account as "Closed" and "Paid in Full" or "Settled in Full."

Please send this confirmation to my address listed above within [Number] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]