

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Final Payment Confirmation and Debt Satisfaction**

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

Dear [Debtor Name],

This letter serves as formal confirmation that we have received your final payment of \$[Amount] on [Date]. This payment fulfills the terms of the debt resolution agreement established for the account referenced above.

We hereby acknowledge that the outstanding balance has been paid in full. Your account is now closed, and you have no further financial obligation to [Company Name] regarding this specific debt.

We will update our records to reflect a status of "Paid in Full" or "Settled in Full." If applicable, we will also notify the relevant credit reporting agencies of this update within [Number of Days] business days.

Please retain this letter for your permanent records as proof of debt satisfaction.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]