

[Current Date]

[Creditor Name/Organization]

[Creditor Address]

[City, State, Zip Code]

RE: Letter of Confirmation for Full Debt Resolution

Account Number: [Enter Account Number]

Total Settled Amount: \$[Enter Amount]

Dear [Debtor Name],

This letter serves as formal confirmation that the debt associated with the above-referenced account has been resolved in full.

As of [Date of Final Payment], we have received the total agreed-upon amount of \$[Enter Amount]. This payment constitutes a full and final settlement of all outstanding balances, interest, and fees related to this account.

By receipt of this payment, [Creditor Name] acknowledges the following:

- The account is now closed with a zero balance.
- No further collection actions will be taken against you regarding this specific debt.
- We will update the relevant credit reporting agencies within [Number of Days] days to reflect that this account has been [Paid in Full / Settled in Full].

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

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]