

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

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

**RE: Notice of Debt Satisfaction and Account Closure**

Account Number: [Account Number]  
Settlement Date: [Date of Final Payment]  
Outstanding Balance: \$0.00

Dear [Recipient Name],

This letter serves as official confirmation that the debt associated with the above-referenced account has been resolved in full. We acknowledge receipt of the final payment in the amount of \$[Amount].

As of [Date], your account is considered paid in full and has been closed. [Company Name] confirms that you have no further financial obligations regarding this specific account. We have notified the relevant credit reporting agencies to update your account status accordingly.

Please retain this letter for your personal records as proof of debt resolution. Should you receive any further inquiries regarding this settled balance, you may present this document as evidence of satisfaction.

If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title/Department]  
[Company Name]