

[Current Date]

[Creditor or Collection Agency Name]

[Street Address]

[City, State, Zip Code]

[Debtor Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Debt Satisfaction / Paid in Full Confirmation

Account Number: [Enter Account Number]

Original Creditor: [Enter Original Creditor Name]

Settlement Amount Paid: \$[Enter Amount]

To Whom It May Concern,

This letter serves as formal confirmation that the above-referenced account has been paid in full. We acknowledge receipt of the final payment on [Date of Final Payment], which satisfies the total balance or the agreed-upon settlement amount for this debt.

As of the date of this letter, the account is closed, and you have no further financial obligation to [Creditor Name] regarding this specific account. We have ceased all collection activities and will update our records to reflect a status of "Paid in Full" or "Settled in Full."

Furthermore, we will notify the appropriate credit reporting agencies (Equifax, Experian, and TransUnion) of this update within [Number, e.g., 30] days to ensure your credit report accurately reflects that this debt has been resolved.

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

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Department]

[Company Name]