

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Name of Contact Person]
[Name of Collection Agency or Creditor]
[Address]
[City, State, Zip Code]

RE: Settlement Agreement for Account Number: [Your Account Number]

Dear [Name of Contact Person],

This letter serves as formal notification that the account referenced above has been paid in full as per our settlement agreement dated [Date of Agreement].

On [Date of Payment], I submitted a payment in the amount of \$[Amount Paid] as full and final settlement of this debt. By accepting this payment, [Name of Creditor/Agency] agreed that the account is satisfied and that no further balance is owed.

I request that you provide a formal "Release of Liability" or a "Letter of Satisfaction" confirming that the account balance is zero and that the account is closed. Furthermore, please ensure that my credit report is updated with all major credit bureaus (Equifax, Experian, and TransUnion) to reflect that this account is "Paid in Full" or "Settled in Full."

Please send the confirmation letter to my address listed above within [Number, e.g., 30] days of receipt of this letter.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]