

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Formal Confirmation of Debt Resolution

Account Number: [Enter Account Number]

Dear [Customer Name],

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

We confirm that we have received the final payment of \$[Amount] on [Date]. As of the date of this letter, the total balance on this account is \$0.00. You are hereby released from any further financial obligation regarding this specific account.

We have updated our internal records to reflect that this account is closed and paid in full. We will also notify the relevant credit reporting agencies of this status update within [Number] business days.

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

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

Sincerely,

[Sender Name]

[Title]

[Company Name]