

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

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

RE: Notice of Debt Settlement Completion

Account Number: [Account Number]
Original Balance: \$[Amount]
Settlement Amount Paid: \$[Amount]

Dear [Customer Name],

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

As per our agreement, this payment satisfies the total outstanding balance. We now consider this account closed and settled. You no longer owe any further monies, interest, or fees regarding this specific account.

We will update our internal records to reflect a zero balance. We will also notify the relevant credit reporting agencies that the account has been "Settled in Full" or "Paid in Full for less than the full balance," as applicable, within [Number] days.

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

Sincerely,

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