

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

[Date]

[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

Re: Letter of Settlement and Satisfaction of Debt

Account Number: [Your Account Number]

To Whom It May Concern,

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

Per our agreement dated [Date of Agreement], a payment in the amount of \$[Settlement Amount] was sent to your office on [Date Payment Sent]. This payment was accepted as the final and full settlement of the total balance owed on this account.

As per the terms of our settlement agreement, please ensure that:

- The account balance is updated to zero (\$0).
- The account is marked as "Settled," "Paid in Full," or "Paid as Agreed" with all major credit reporting agencies (Experian, Equifax, and TransUnion).
- Any further collection efforts, including calls or letters, cease immediately.

Please provide a formal written confirmation within 30 days stating that the account is closed and the debt is satisfied.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]