

Date: [Insert Date]

To:

[Recipient Name/Organization]

[Address Line 1]

[Address Line 2]

Subject: Letter of Settlement Satisfaction

Dear [Name of Contact Person],

This letter serves as formal notification and confirmation that the settlement agreement dated [Date of Agreement] regarding [Account Number or Case Reference] has been satisfied in full.

The total agreed-upon settlement amount of \$[Amount] was received by [Creditor/Company Name] on [Date Payment Received].

As a result of this payment:

- The debt is now considered paid in full.
- The account is officially closed.
- [Creditor/Company Name] hereby releases [Debtor Name] from any further liability or claims related to this specific matter.

We will update our records to reflect this status and, where applicable, notify relevant credit reporting agencies that the account has been settled.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Company Name]