

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

[Date]

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

**RE: Account Closure and Final Payment Verification**

Account Number: [Your Account Number]

To Whom It May Concern,

This letter is to formally request the closure of the above-referenced account. According to my records, the balance for this account has been paid in full as of [Date of Final Payment].

Please provide written confirmation within 30 days stating that:

- The account is closed and has a zero (\$0.00) balance.
- No further collection activity will be pursued regarding this debt.
- The status of this account has been updated with all credit reporting agencies (Equifax, Experian, and TransUnion) to reflect that the account is "Closed/Paid in Full."

I have attached a copy of [Proof of Payment/Receipt] for your records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]