

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

[Date]

[Recipient Name or Department]
[Financial Institution or Creditor Name]
[Address]
[City, State, Zip Code]

RE: Authorization for Debt Cancellation - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally authorize the cancellation of the outstanding debt associated with the above-referenced account.

I request that [Name of Creditor] proceed with the debt cancellation as per [mention agreement, settlement, or specific program, e.g., the settlement agreement dated MM/DD/YYYY].

Please provide written confirmation once the debt has been fully canceled and the account balance has been updated to zero. Additionally, I request that you notify the relevant credit reporting agencies that this account has been settled and the debt has been forgiven or canceled.

If there are any further documents required to finalize this process, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]