

[Your Company Name/Your Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Debt Satisfaction and Account Closure

Account Number: [Account Number]
Original Debt Amount: \$[0.00]
Date of Final Payment: [Date]

Dear [Recipient Name],

This letter serves as formal confirmation that the debt associated with the above-referenced account has been paid in full. As of [Date], the balance on this account is \$0.00.

We confirm that [Company Name/Creditor Name] has no further claims against you regarding this specific account. All obligations have been satisfied, and the account has been closed in our records.

We will notify the relevant credit reporting agencies of this status update within [Number] business days to ensure your credit report reflects that the account is paid in full.

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

Sincerely,

[Signature]
[Typed Name]
[Title/Position]