

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Creditor Name]

[Creditor Address]

[City, State, Zip Code]

RE: RELEASE AND DISCHARGE OF DEBT

Dear [Debtor Name],

This letter serves as formal acknowledgment and confirmation that the debt owed by [Debtor Name] to [Creditor Name] in the original amount of \$[Insert Original Amount] is hereby released and fully discharged.

This discharge is granted based on the following:

- [Option 1: Full payment received on (Date)]
- [Option 2: Final settlement payment of \$(Amount) received on (Date)]
- [Option 3: Mutual agreement to forgive the remaining balance]

The Creditor confirms that as of [Date], the Debtor has no further financial obligations, liabilities, or duties regarding this specific account/agreement. All liens, security interests, or claims related to this debt are hereby extinguished.

The Creditor further agrees to update any internal records and notify relevant credit reporting agencies (if applicable) that this account has been satisfied in full and closed.

This document shall be binding upon the Creditor's successors and assigns.

Sincerely,

[Authorized Signature]

[Printed Name of Creditor/Representative]

[Title]