

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Subject: Confirmation of Obligation Resolution

Dear [Debtor Name],

This letter serves as formal confirmation that the outstanding financial obligation owed to [Company/Individual Name] regarding [Account Number or Description of Debt] has been resolved in full.

We acknowledge receipt of the final payment in the amount of \$[Amount] received on [Date]. As of the date of this letter, your account balance is \$0.00.

This obligation is now considered satisfied and closed. We will update our internal records accordingly and, if applicable, notify the relevant credit reporting agencies that this account has been paid in full and settled.

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

If you have any questions regarding this matter, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]