

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: LETTER OF RELEASE / PAID IN FULL CERTIFICATION

Account Number: [Account Number]

Original Balance: \$[0.00]

Settlement/Final Payment Date: [Date]

To Whom It May Concern,

This letter serves as official certification that the above-referenced account with [Company Name] has been paid in full. As of [Date], the outstanding balance is \$0.00.

We confirm that [Company Name] no longer has any claim against [Customer Name] regarding this specific debt. All obligations associated with this account have been satisfied, and the account has been closed in our records.

We will notify the relevant credit reporting agencies of this updated status within [Number] business days. Please retain this letter for your permanent records as proof of satisfaction of the debt.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]