

[Date]

[Collection Agency Name]

[Address]

[City, State, Zip Code]

RE: Letter of Satisfaction and Account Clearance

Account Number: [Your Account Number]

Original Creditor: [Original Creditor Name]

To Whom It May Concern,

This letter serves as a formal request for a Letter of Satisfaction regarding the above-referenced account. According to my records, this debt has been paid in full as of [Date of Final Payment].

Please provide a written statement confirming that:

- The account is paid in full and the balance is now zero (\$0.00).
- The debt is considered satisfied and the account is closed.
- Your agency has notified the major credit bureaus (Equifax, Experian, and TransUnion) to update the status of this account to "Paid in Full" or "Settle in Full."

Please mail the satisfaction letter to the following address:

[Your Full Name]

[Your Mailing Address]

[Your City, State, Zip Code]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]