

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Name of Contact Person]
[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

RE: Notice of Debt Resolution and Request for Account Closure

Account Number: [Enter Account Number]

Dear [Name of Contact Person or Billing Department],

This letter serves as formal notification that the outstanding balance on the above-referenced account has been paid in full as of [Date of Final Payment].

The total amount paid was \$[Amount], which was agreed upon as the final settlement to satisfy all claims regarding this debt. I request that you now update your records to reflect that this account is closed and has a zero (\$0.00) balance.

Furthermore, please provide a formal "Release of Liability" or a "Letter of Satisfaction" within 30 days of receipt of this letter. I also request that you notify all relevant credit reporting agencies that this account has been "Paid in Full" or "Settled in Full" so that my credit report accurately reflects this resolution.

Please confirm in writing that this account is closed and that no further collection actions will be taken.

Sincerely,

[Your Signature]

[Your Printed Name]