

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

[Date]

[Debt Collector Name]
[Collection Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Notice of Paid in Full - Account Number: [Your Account Number]

To Whom It May Concern,

This letter is to formally notify you that the debt associated with the above-referenced account has been paid in full. The final payment in the amount of \$[Amount] was made on [Date of Payment].

Please provide a formal "Letter of Release" or a "Paid in Full" certificate within thirty (30) days to confirm that I have no further financial obligation regarding this account.

Furthermore, I request that you update your records and notify all credit reporting agencies (Equifax, Experian, and TransUnion) that this account has been satisfied and now reflects a zero (\$0) balance.

Please send the confirmation of this update to my address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]