

Date: [Insert Date]

From:

[Collection Agency Name]

[Address]

[City, State, Zip Code]

[Phone Number]

To:

[Debtor Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Final Payment and Account Settlement

Dear [Debtor Name],

This letter serves as formal confirmation that the debt associated with the account listed below has been paid in full.

Account Details:

Creditor Name: [Original Creditor Name]

Account Number: [Account Number]

Settlement Amount Paid: \$[Amount]

Date of Final Payment: [Date]

We confirm that as of [Date], the balance for this account is \$0.00. [Collection Agency Name] has ceased all collection activities regarding this specific debt. The account is now considered closed and settled.

We will notify the relevant credit reporting agencies that this account has been [paid in full / settled for less than the full balance]. Please allow 30 to 60 days for this change to reflect on your credit report.

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

Sincerely,

[Name of Representative]

[Title]

[Collection Agency Name]