

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

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: SETTLED IN FULL NOTICE

Account Number: [Account Number]
Original Balance: \$[Amount]
Settlement Amount Paid: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notification that the above-referenced account has been **Settled in Full**. We acknowledge receipt of your final payment in the amount of \$[Amount] on [Date].

With the receipt of these funds, [Your Company Name] hereby releases you from any further financial obligation regarding this specific debt. We have updated our internal records to show a zero balance.

If this account was previously reported to credit reporting agencies, we will notify them within [Number] days that the account has been settled. Please retain this letter for your permanent records as proof of satisfaction of the debt.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]