

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

[Date]

[Name of Collection Agency]
[Address of Collection Agency]
[City, State, Zip Code]

RE: Account Closure and Final Payment Verification

Account Number: [Your Account Number]

To Whom It May Concern,

This letter is to formally request the closure of the above-referenced account. This request follows the final payment made on [Date of Final Payment] in the amount of \$[Amount Paid].

Please provide written confirmation within 30 days stating that this account has been paid in full and is now officially closed. Furthermore, I request that you update your records and notify all relevant credit reporting agencies (Equifax, Experian, and TransUnion) that the account is closed and reflects a zero (\$0.00) balance.

If you believe there is any remaining balance or reason why this account cannot be closed, please provide a detailed, itemized statement of the alleged debt immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]