

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

[Date]

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

RE: SETTLEMENT IN FULL CONFIRMATION

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

Dear [Debtor Name],

This letter serves as formal confirmation that we have received the agreed-upon settlement payment of \$[Settlement Amount] on [Date].

We hereby acknowledge that this payment constitutes a full and final settlement of the debt associated with the account number listed above. As of the date of this letter, the account balance is \$0.00 and the account is officially closed.

Furthermore, we confirm that:

- No further collection actions will be taken against you regarding this specific debt.
- We have released all claims against you in relation to this account.
- We will notify the relevant credit reporting agencies that this account has been "Settled in Full" or "Paid in Full" (as per the terms of our agreement). 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 that the debt has been satisfied.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]