

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

[Date]

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

RE: Notice of Debt Satisfaction by Third Party

Account Holder Name: [Debtor's Full Name]
Account Number: [Account Number]
Total Amount Paid: \$[Amount]

To Whom It May Concern,

This letter serves as formal notification that I, [Your Name], acting as a third party, have provided payment in the amount of \$[Amount] to satisfy the outstanding debt owed by [Debtor's Name] regarding the above-referenced account.

This payment is intended to constitute full and final satisfaction of the debt. Please update your records to reflect a zero balance for this account effective immediately.

Furthermore, I request that you provide a written confirmation or a "Release of Liability" statement to both myself and the account holder confirming that the debt is settled in full and that no further collection actions will be pursued.

If there are any remaining administrative requirements or if further documentation is needed to close this file, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]