

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Creditor Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Full Balance Payoff

Account Number: [Your Account Number]

Reference Number: [Any Reference Number]

Dear [Contact Person Name or Billing Department],

I am writing to formally request a written verification that the outstanding balance on the above-referenced account has been paid in full.

According to my records, a final payment in the amount of \$[Amount] was made on [Date] via [Method of Payment]. With this payment, the total balance for this account should now be \$0.00.

Please provide a letter or a "Paid in Full" statement confirming the following:

- The account is closed and has a zero balance.
- The date the final payment was received.
- Confirmation that any negative reporting to credit bureaus regarding this balance will be updated to reflect the account as "Paid" or "Satisfied."

Please send this documentation to my address listed above or via email at [Your Email Address] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]