

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

[Date]

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

**Re: Formal Request for Updated Account Status**

Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a status update and a "Letter of Satisfaction" regarding the above-referenced account.

On [Date of Payment], I paid this account in full for the amount of \$[Amount Paid]. I have attached a copy of my payment receipt/canceled check for your records.

Please provide written confirmation that this account has been closed and shows a zero balance. Additionally, please ensure that this updated status is reported to all three major credit bureaus (Equifax, Experian, and TransUnion) to reflect that the account is "Paid in Full."

I look forward to receiving my confirmation letter within 30 days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Copy of Payment Receipt]