

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

[Date]

[Creditor or Collection Agency Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

**Subject: Verification of Account Satisfaction and Debt Payoff**

To Whom It May Concern,

This letter is a formal request for written verification regarding the status of the following account:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Original Creditor:** [Name of Original Creditor, if applicable]
- **Total Amount Paid:** \$[Amount]
- **Date of Final Payment:** [Date]

I am requesting a formal "Letter of Satisfaction" or a "Paid in Full" verification statement. Please confirm that the aforementioned debt has been fully resolved and that the account balance is now zero (\$0.00).

Furthermore, please ensure that this updated status is reported to the major credit reporting bureaus (Equifax, Experian, and TransUnion) to reflect that the account is closed and satisfied.

Please send this verification to my mailing address listed above within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]