

Date: [Insert Date]

To:

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Subject: Request for Credit Status Update and Account Clearance

Dear Customer Service Department,

I am writing to formally request an update to my credit report regarding the following account:

- **Creditor Name:** [Insert Name]
- **Account Number:** [Insert Account Number]
- **Date Account Cleared/Paid:** [Insert Date]

This account has been fully satisfied and paid in full. I have attached the official "Letter of Clearance" or "Paid in Full" notice provided by the creditor as evidence of this settlement.

Please update my credit file to reflect a "Cleared" or "Paid in Full" status and ensure that any negative remarks associated with this debt are removed or updated accordingly. I also request that you provide me with a confirmation once this update has been completed.

My Personal Information:

- **Full Name:** [Insert Your Full Name]
- **Social Security Number:** [Insert SSN]
- **Date of Birth:** [Insert DOB]
- **Current Address:** [Insert Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [Proof of Payment/Clearance Letter]