

[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Notice of Cleared Default Status - Account Number: [Account Number]

Dear [Customer Name],

We are writing to officially inform you that the default status previously recorded on your account has been cleared. This update is a result of [reason, e.g., full payment of the outstanding balance / successful completion of the rehabilitation program].

As of [Date], your account is considered to be in good standing. We have notified the relevant credit reporting agencies to update your records to reflect that this default has been satisfied and is no longer active.

Please allow [Number of Days] business days for these changes to appear on your credit report. We recommend that you keep a copy of this letter for your personal records as proof of resolution.

If you have any questions regarding your account or this notice, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Name/Signature]
[Title]
[Company Name]