

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

[Date]

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

RE: DEBT CLEARANCE CERTIFICATE AND RELEASE OF LIABILITY

Account Reference Number: [Account Number]
Total Settled Amount: \$[Amount]
Date of Final Payment: [Date]

Dear [Debtor Name],

This letter serves as formal acknowledgment and confirmation that the outstanding debt owed to [Your Name/Company Name] has been paid in full. We hereby confirm that we have received the final payment of \$[Amount] on [Date].

As of the date of this letter, the account mentioned above is considered fully settled, closed, and shows a zero balance. There are no further financial obligations or outstanding claims regarding this specific account.

By issuance of this clearance letter, [Your Name/Company Name] releases [Debtor Name] from any further liability or actions concerning this debt. We will notify the relevant credit bureaus (if applicable) to update your status to "Paid in Full" or "Settled" within [Number] business days.

Please retain this document for your permanent records as proof of debt resolution.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]