

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

[Date]

[Creditor or Collection Agency Name]
[Contact Person, if known]
[Address]
[City, State, Zip Code]

RE: Acknowledgment of Debt Resolution

Account Number: [Your Account Number]
Original Creditor: [Name of Original Creditor]
Total Amount Resolved: \$[Amount]

Dear [Contact Person Name or Account Manager],

I am writing to formally acknowledge the resolution of the above-referenced defaulted debt. Per our agreement dated [Date of Agreement], I have completed the required payment(s) to satisfy this obligation.

Please find the details of the resolution below:

- Final Payment Amount: \$[Amount]
- Date of Final Payment: [Date]
- Payment Method: [e.g., Check #, Wire Transfer, Credit Card]
- Resolution Type: [e.g., Paid in Full / Settled for Less Than Full Balance]

Based on this fulfillment, I request that you provide a formal "Release of Liability" or a "Paid in Full" letter within [Number] business days. Additionally, I request that you update my status with all relevant credit reporting agencies (Equifax, Experian, and TransUnion) to reflect that this account is now [Closed/Paid/Settled] with a zero balance.

Please send the confirmation of this update and the formal release to my address listed above.

Thank you for your cooperation in finalizing this matter.

Sincerely,

[Your Signature]

[Your Printed Name]