

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

[Date]

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

Subject: Confirmation of Zero Balance and Account Clearance

Dear [Customer Name],

This letter serves as official confirmation that the account listed below has been paid in full and currently carries a zero (\$0.00) balance.

Account Details:

Account Number: [Account Number]
Date of Final Payment: [Date]
Settlement Amount: [Amount]

We further confirm that the previous status of "Default" associated with this account has been cleared. We have notified the relevant credit bureaus to update your credit report to reflect that this account is now "Paid in Full" or "Paid as Agreed" and the default status has been removed.

Please allow 30 to 60 days for these changes to appear on your credit report. We recommend keeping this letter for your permanent records as proof of debt satisfaction.

If you have any further questions regarding this account, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]

[Name of Officer]
[Title]
[Company Name]