

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

[Date]

[Collection Agency Name]  
[Agency Address]  
[Agency City, State, Zip Code]

RE: Notice of Satisfaction of Debt / Paid in Full Letter

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

To Whom It May Concern,

I am writing to formally request a "Paid in Full" letter regarding the above-referenced account. On [Date of Payment], I submitted a payment in the amount of \$[Amount], which represents the total agreed-upon balance to resolve this debt.

Please provide written confirmation that this account has been closed and the balance has been reduced to zero. Furthermore, I request that you notify all credit reporting agencies (Experian, Equifax, and TransUnion) that this account is now "Paid in Full."

Please send the requested documentation to my address listed above within thirty (30) days of receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]