

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

[Date]

[Credit Card Issuer Name]  
[Payment Processing Department]  
[Address]  
[City, State, Zip Code]

RE: Request for Paid in Full Confirmation Letter  
Account Number: [Your Full Credit Card Account Number]

To Whom It May Concern,

I am writing to formally request a "Paid in Full" letter regarding the above-referenced credit card account. I have recently made a final payment of \$[Amount] on [Date] to settle the remaining balance.

Please provide a formal statement or letter confirming that:

- The account balance is now \$0.00.
- The account has been paid in full.
- [Optional: The account is closed at my request.]
- The status of this account has been updated and reported correctly to all major credit bureaus.

Please send this confirmation to my mailing address listed above at your earliest convenience. If there are any remaining steps required to finalize this closure, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]