

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

[Date]

[Name of Creditor/Collection Agency]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Final Payment and Debt Settlement**

Account Number: [Your Account Number]  
Original Creditor (if applicable): [Original Creditor Name]  
Settlement Amount Paid: \$[Amount]

To Whom It May Concern,

This letter serves as formal notification that the settlement agreement reached on [Date of Agreement] regarding the above-referenced account has been fulfilled. Payment in the amount of \$[Amount] was sent to your office via [Check/Money Order/Electronic Transfer] on [Payment Date] and has successfully cleared.

Per our written agreement, this payment constitutes a full and final settlement of the debt. I now request the following actions be taken:

- Update the account status to "Paid in Full," "Settled in Full," or "Account Closed; Zero Balance."
- Cease all further collection activities regarding this account.
- Notify all credit reporting agencies (Equifax, Experian, and TransUnion) that the debt is satisfied and the balance is \$0.
- Provide me with a final "Release of Liability" or "Satisfaction of Debt" letter for my records.

Please send written confirmation within 30 days that your records have been updated and that the credit bureaus have been notified.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]