

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

[Date]

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

Re: Request for "Paid in Full" Letter

Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a "Paid in Full" letter regarding the above-referenced account. According to my records, the final payment of \$[Amount] was made on [Date], bringing the total balance to \$0.00.

Please provide a formal document stating that the debt has been satisfied in full and that I no longer have any financial obligation to [Company Name] regarding this account.

Additionally, please ensure that this updated status is reported to the major credit bureaus (Equifax, Experian, and TransUnion) to reflect that the account is paid in full.

Please send this confirmation to my mailing address listed above within [Number] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]