

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Acknowledgment of Full Payment - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal acknowledgment that we have received your final payment in the amount of \$[Amount] on [Date].

We confirm that the defaulted balance on the above-referenced account has now been paid in full. As of the date of this letter, your outstanding balance is \$0.00, and the account is officially closed as "Paid in Full."

We have notified the relevant credit reporting agencies of this status update. Please allow 30 to 60 days for this change to reflect on your credit report.

Thank you for resolving this matter. If you have any further questions, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]