

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Subject: Letter of Debt Clearance and Payment Acknowledgment

Dear [Debtor Name],

This letter serves as formal acknowledgment and confirmation that we have received full payment regarding the outstanding balance for Account/Invoice Number: [Account/Invoice Number].

We confirm that the total amount of [Currency Symbol][Amount] was received on [Date of Final Payment].

With the receipt of this payment, we hereby certify that the aforementioned debt is paid in full. There are no remaining balances, interests, or fees outstanding. [Debtor Name] is officially released from any further financial obligations or liabilities related to this specific account.

We will update our records accordingly and, if applicable, notify credit reporting agencies that this account has been settled and closed.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]