

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

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

Subject: Letter of Default Resolution and Payment Acknowledgment

Dear [Recipient Name],

This letter serves as formal acknowledgment that [Payer Name] has fulfilled the outstanding financial obligations regarding the account/agreement referenced as [Account or Contract Number].

We confirm receipt of the final payment in the amount of [Amount] received on [Date]. With this payment, the total outstanding balance of [Total Debt Amount] has been paid in full.

As of the date of this letter, the default status on this account has been resolved. We hereby release you from any further liability or claims associated with the specific default mentioned in the notice dated [Date of Original Default Notice].

We have updated our internal records to show this account as "Paid in Full" and "Current." If applicable, we will notify the relevant credit reporting agencies of this resolution within [Number] business days.

Thank you for your cooperation in resolving this matter.

Sincerely,

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